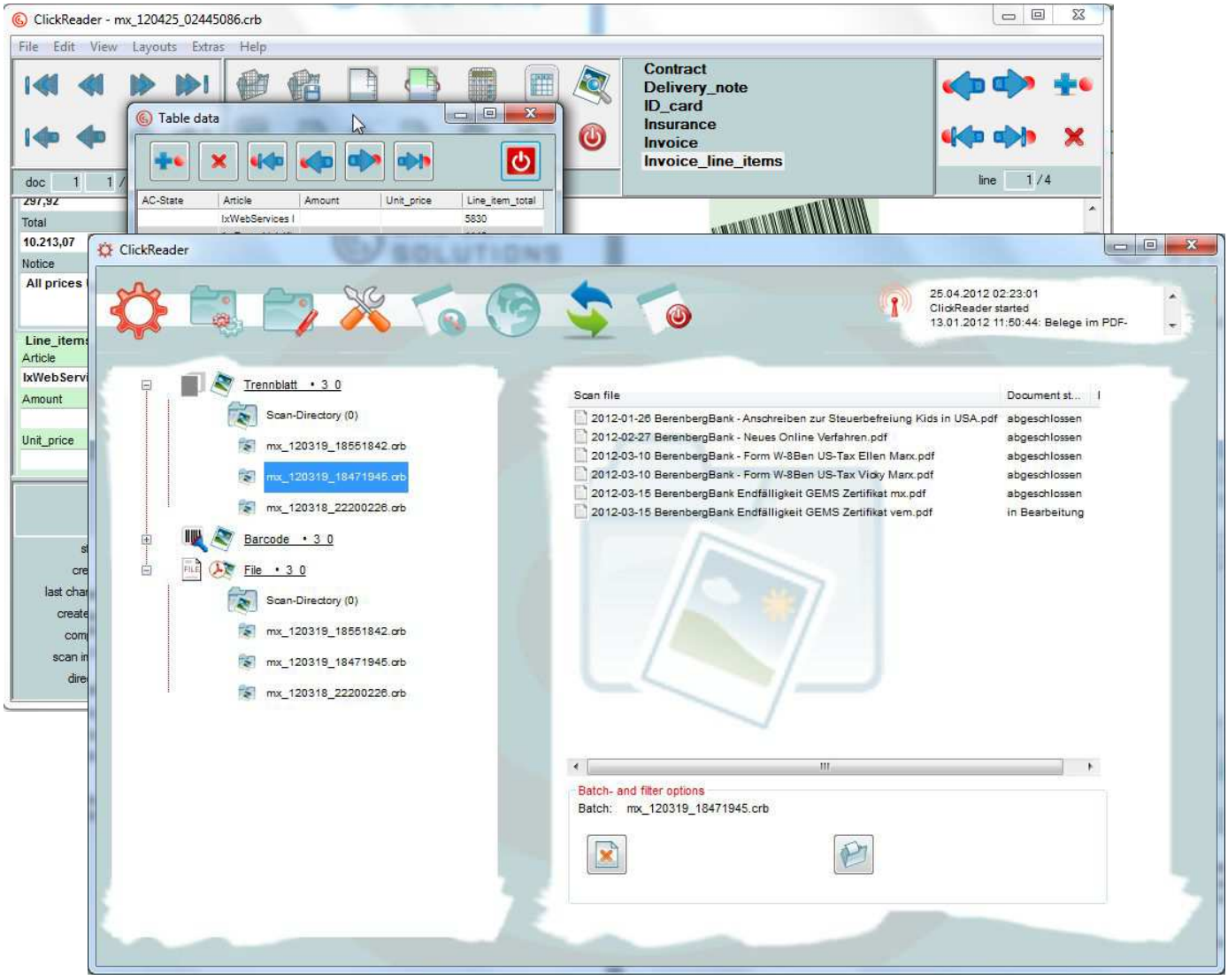
ONE CLICK SOLUTIONS

User Manual



ClickReader v4

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1. Introduction

The operating guidelines describe the basic steps working with the application ClickReader.

The basic steps are:

a. Licensing
b. define layouts
c. run manual batch processing
d. run automatic batch processing
e. Capturing with ClickReader
f. Settings and configuration

To capture a batch of documents with ClickReader the application simply needs free access to the drive containing the documents. There is no difference whether the drive is local or somewhere in the local network. Therefore ClickReader needs no scan-interface or scan-client. Surely the image files can also be extracted from emails or can be copied from other drives. Again, ClickReader just needs free access to the documents which should be captured.

Just a short statement about the **quality of the images**: the better the quality of the images is the better the capturing result will be. In general image files with a solution of 300dpi will lead to sufficient relation between image quality and size of file. Sure, using a high quality scanner 200 dpi might also be sufficient.

Capacity/performance: the performance i.e. the time which is needed to capture a batch of documents primarily depends mainly on the computing performance that is available to the OCR. The factors that influence the performance of the OCR are mainly the amount of characters on a page, the size and font of the characters, the complexity of the document is (e.g. whether you have characters in different orientations) and the quality of the contrast between the characters and the background.

The input type of file for capturing may be TIF, PDF and JPG. The output file type may be the same or even PDF/A; it simply depends on the license key.

Note: documents from text- or calculation-programs and handwritten documents **cannot** be processed by ClickReader.

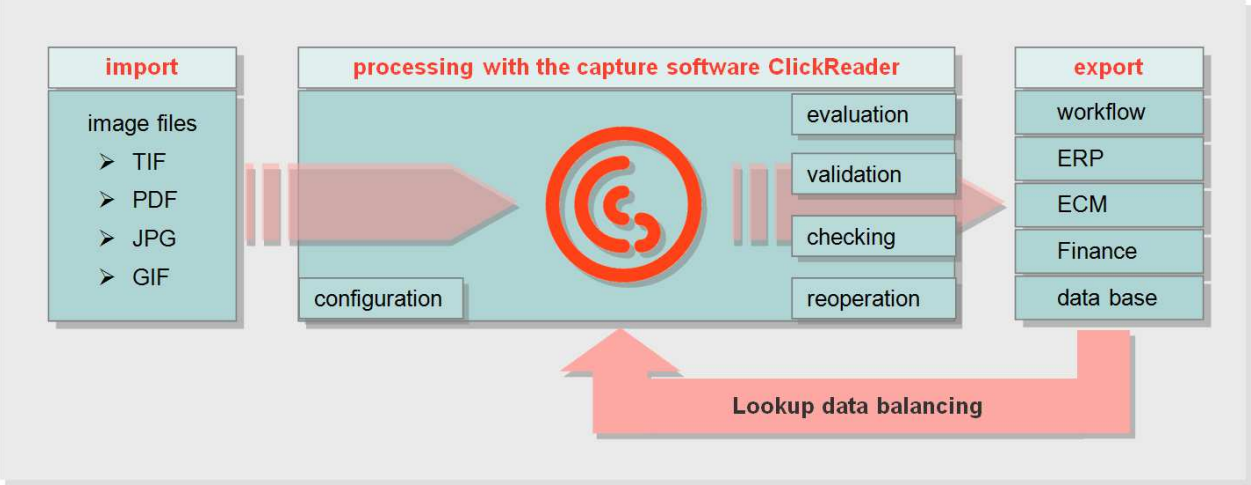
What kind of format can ClickReader deal with:

- each page of a document is one image file (e.g. single page TIF),
- all documents of a batch are stored in one file,
- each file includes one document (e.g. MultiPage-TIF)

In the first two cases a document separation has to be made before the batch process can be started. Otherwise ClickReader cannot decide of how many pages a document consists. The document separation can be done in different ways:

- put separation sheets (empty sheets) between the documents
- stick a barcode strip on the first page of each document
- print a keyword on the first page of each document (e.g. can be done by an imprinter)

ClickReader processes documents as follows:



Working with ClickReader the common steps are:

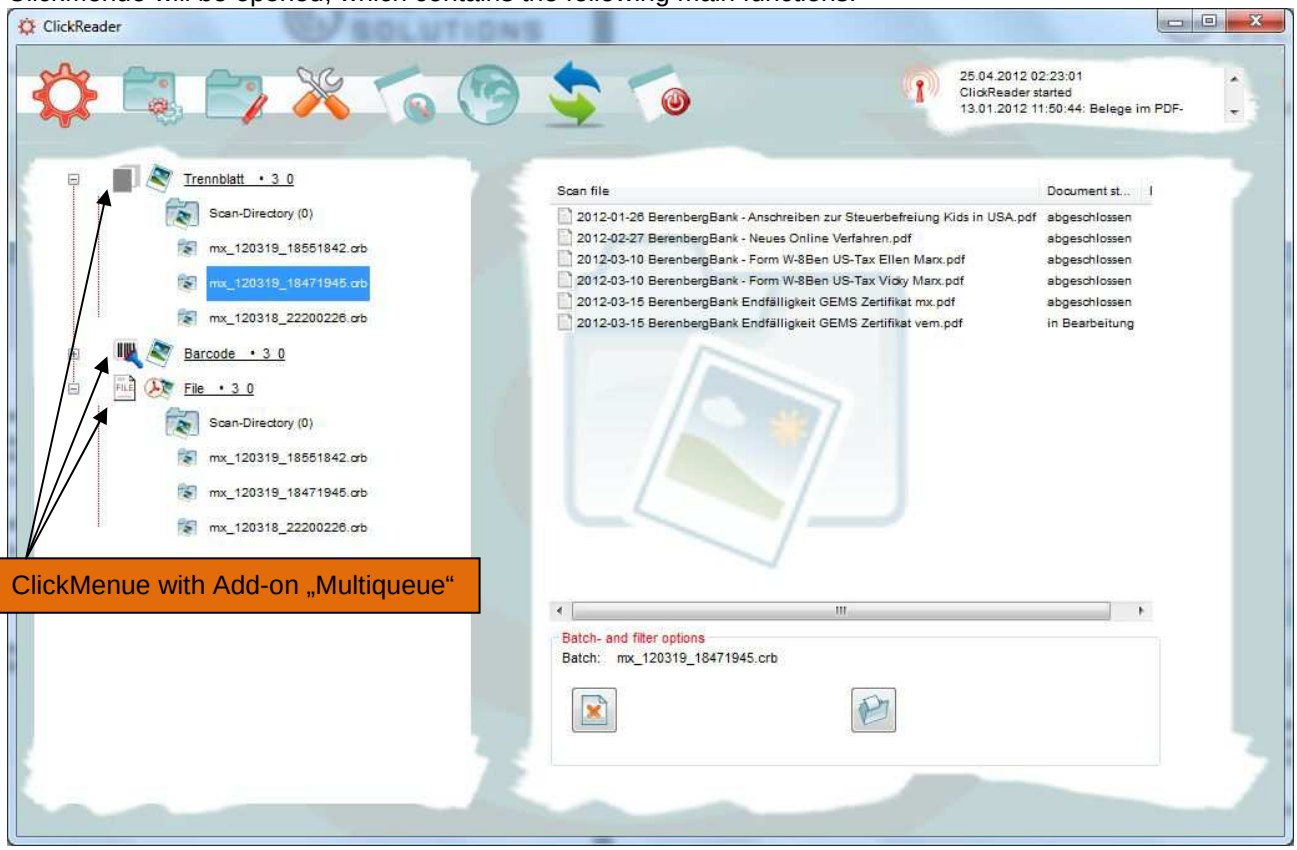
1. Definition of the needed layouts what should be captured in which way (automatic import for several integrations)
2. Setting up the file OneClickSettings.ini (definitions for batch processing, capturing and data export)
3. If needed: initialization of Lookup-data-sources
4. Test run: executing manual batch processing
5. Test run: executing data capturing and data export
6. Productive operation: automatic batch processing, data capturing and data export

The application ClickReader runs on the Microsoft platforms Windows XP, Vista and 7 (64- and 32-Bit) as also with Microsoft Server 2003/2008 and can be integrated in Terminal Server Applications.

2. Functions ClickReader (ClickMenue)

ClickReader will be either started by the operating service (Add-on modul “Queue-Service” is needed) or can be manually started with the desktop-Icon:

ClickMenue will be opened, which contains the following main functions:



At the top of the menu you find the buttons for the available functions. The area on the left shows all the batches which have been already created (the latest batch is at the top). The first element in a queue shows the scan directory where the documents/images have to be copied to be processed for this queue..

If your license includes the Add-on module “Multiqueue” you also see the different queues which have been configured.

If you click on a batch all documents of the batch will be listed with their status in the area on the right. At the bottom all the available filter functions for the actual batch will be shown.

Notice: to process more than one queue you need to license and configure the Add-on “Multiqueue”.

Notice: to run ClickReader as an operating system service you have to license and configure the Add-on “Queue-Service”.

2.1. Buttons ClickMenue

-

ClickReader: here you capture and train documents
-

Automatic batch creation: creates automatically one or more batches depending on the configurations made
-

Manual batch creation: stepwise manual batch creation of one batch
-

Configuration: opens the configuration section in which most of the parameters for ClickReader are configured. In this section also the layouts for the capturing are configured.
-

Help & Support: opens the documentation directory in the installation directory. Here you find all kind of documentation to ClickReader.
-

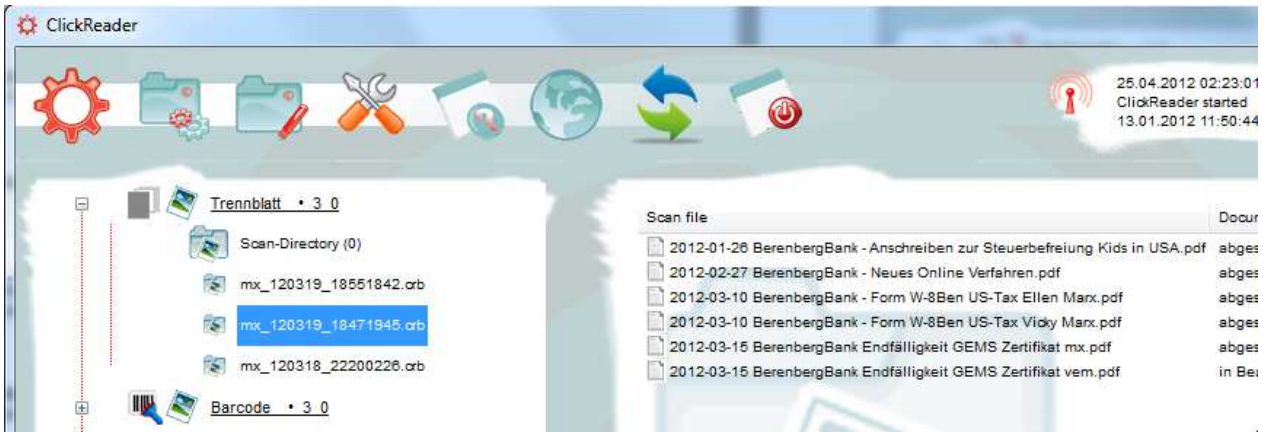
Website: www.oneclicksolutions.de
-

Exit. Closes ClickMenu.
-
Refresh. Refreshes the menu after having made changes or inputs..

If you select a main function the ClickMenu window will be minimized until you exit the main function again.

If you touch a main function at the ClickMenu window at the right side the button function will be described in red letters.

If you click on a batch in a queue in the right window section all documents with their status will be listed and with all filter status you can select:



The name of a queue is to be configured in the configuration

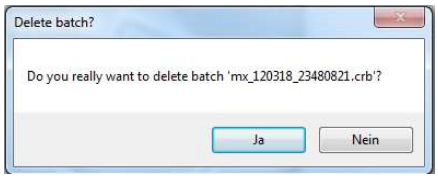
. You can choose the name you like.

2.1. Filter functions and batch delete

The following filter and batch options are offered:

The buttons have the function:

Delete batch: with this button a batch can be deleted. There is a safety request before realization.



Show all documents: all documents of the selected batch will be listed.

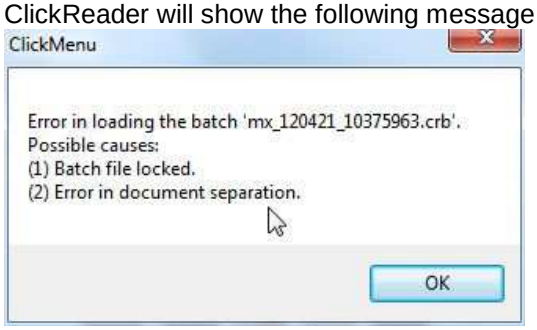
2.1. Batch repair

When you create a new layout or change a layout and then try to reopen a batch you get the following message:

The reason for this message is that the layout database does not any longer match to the already captured information.

So now you have to possibilities: either todelete the batch or repair it. Pressing the button "Repair batch" ClickReader processes all documents of the selected batch again (including OCR).

If you don't press one the two mentioned buttons and try to proceed you won't be successful. ClickReader will show the following message and then return to ClickMenue:



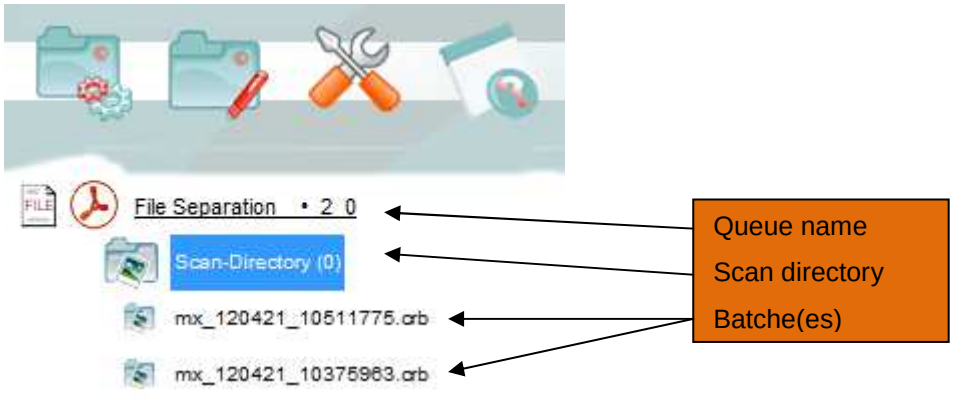
3. Manual Batch Processing (ClickScanner)

In manual processing, pages can be separated manually or documents comprised of several pages can be put together to make up a logical document, pages can be rotated manually and the individual pre-processing functions can be initiated manually.

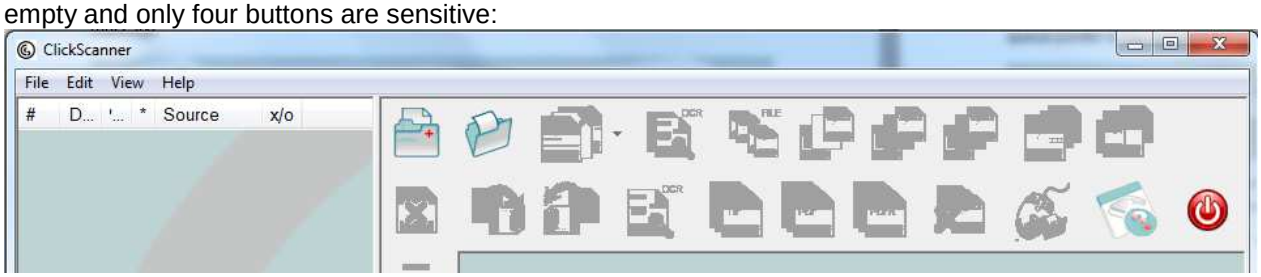
In productive operating environments, manual batch processing will largely be the exception. The main purpose of manual batch processing is to test settings/parameters. In a majority of cases, automatic batch processing is used in productive operating environments.

Manual batch processing is to be started via the ClickMenue:

Before you start the manual batch processing (ClickScanner) you have to select either a batch or the scan directory or the queue name:



If you select a scan directory which is empty or the queue name the ClickScanner window will be empty and only four buttons are sensitive:



The sensitive buttons are:

- Create new batch
- Open existing batch
- Help: what to do next?
- Exit.

So the next step will be to open an existing batch or create a new one.

3.1. Create and prepare a new batch

To create a new batch press:

The typical Microsoft Windows procedure to store a file or folder has to be passed. As batch name the configured default name plus date and time will be suggested and can be optionally changed .

For each generated batch ClickReader creates a *.crb-file and a folder with the same name where all the captured documents and export files (with the captured Information) will be stored.

In the next step, a batch name and directory must be assigned, in which the batch is to be stored. The files that are to be processed must be stored in a batch.

Attention: only TIF, PDF, JPEG etc… image files can be processed. Files from Microsoft processing systems (Word, Excel, PPT) or spread sheets are not image files and as such cannot be processed.

Having finished this step you will be asked in the following step from which directory and which files you want to be processed (select between TIF, PDF and “all”). You can also process JPG and other image files.

Having successfully loaded the image files all buttons in the ClickScanner window will now be sensitive:

Now pre-processing can commence. Users can select individual files in the left screen panel at any time. The files are then immediately displayed on the main screen.

The left screen panel contains the table form information on the files. In addition column #, document, page, asterisk *, and file name are displayed:

#	The pages that are to be processed in the current batch are numbered sequentially.
Document	The number of the document that is to be processed in the current batch
Page	Page number of the respective document
*	Processing status
File name	File name remains the same as when it was imported

The entire table is highlighted in red. This means that the pre-processing has not yet been completed; the batch cannot yet be captured by ClickReader.

Notice: to assist you during the manual batch processing you can press the button at any time. The button realizes a context help menu and tells you how to proceed.

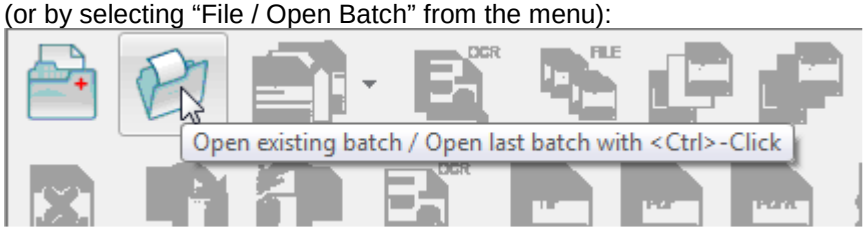
The manual batch processing includes the sequent steps:

- Create a new batch
- Load the files you want to have to be captured
- Eliminate the empty pages
- Process the OCR
- Execute the document separation

Only when these steps have been done successfully you can proceed with the capturing and training.

3.2. Selection of an existing batch

If a user would like to process an existing batch, the existing batch is selected by clicking on the button (or by selecting “File / Open Batch” from the menu):



The displayed Microsoft menu (default navigation path: C:\ProgramData\ClickReader\Batch) displays the existing batch directory, as well as a crb-file associated with each directory. The desired crb-file is selected and is opened by selecting “Open”.

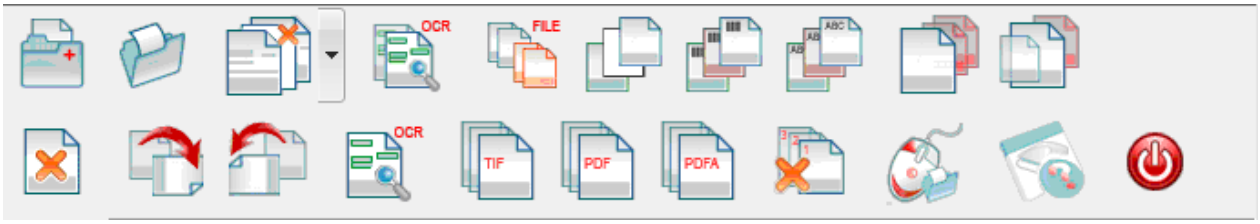
The associated batch image files are now displayed in the left screen panel. The batch status has not changed since it was the last processed. The user can now continue processing and/or revise the batch.

3.3. Buttons (ClickScanner)

The next pre-processing steps depend on the specific capturing process (the step prior to the actual capturing of the documents begins with ClickReader).

Important: OCR (Optical Character Recognition) and the separation of documents into logical units are mandatory. If the two steps are not completed the capture process cannot be initiated. The user can also ascertain if the capture process can be initiated by the color of the highlight (red or green) of the left screen panel in the ClickScanner screen. ClickReader will only be initiated if the status is green.

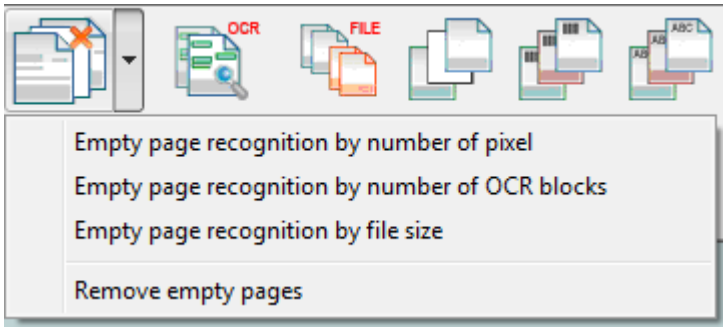
The important functions of ClickScanner are accessible a buttons:



The following buttons can be selected:

Create new batch: this function opens the “save batch as” window. This function creates the new batch. Default name suggestions are offered for the batch name and batch directory. The default names can be changed or renamed. The batch directory is created with the "save" function and the following screen "open images" refers to the directory from which the image files are loaded.

Open existing batch: this function displays the window in which the existing batch is opened (corresponding default navigation path). The "Open" function opens the batch and the associated image files and status. The batch/stack status has not changed since it was last processed.


OCR
FILE
Empty page recognition by number of pixel
Empty page recognition by number of OCR blocks
Empty page recognition by file size
Remove empty pages

Detect empty pages. This function eliminates empty pages according to the selected criteria. This function is to be initiated after OCR has been executed (because OCR blocks cannot be recognized until the OCR process has been performed). The criteria definition (for example: the minimum number of pixels that define that a page is not empty) is set in the configuration.
There are different methods to recognize empty pages:

- **number of pixel:** set a limit of pixels underneath a page is characterized as empty.
- **number of OCR blocks:** set a limit of OCR blocks underneath a page is characterized as empty.
- **file size:** set a limit of file size underneath a page is characterized as empty.
- **remove empty pages:** eliminates the current recognized empty pages.

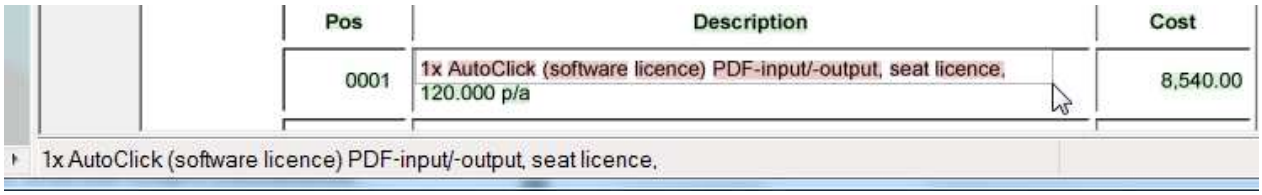
OCR recognize all pages. This function performs the actual OCR process, i.e. Optical Character Recognition. After the OCR process has been completed an asterisk “*” is automatically entered into each row of the asterisk “*” column. This indicator shows the pages that have been analyzed with OCR. All the pages of a batch do not have to be analyzed with OCR. However, text cannot be extracted from pages that have not been analyzed with OCR.

The OCR recognizes only type written letters, numbers and special characters. Hand written characters and logos will not be properly recognized

Recognized characters look like this:

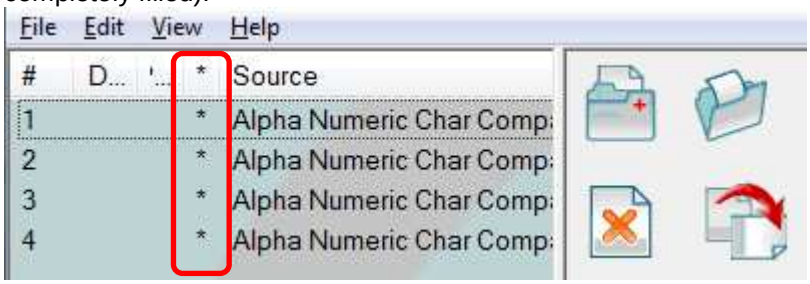
If you navigate the mouse pointer on a reconized field it will turn red and the recognized expression is shown:

If you want to check a more than one block just capture it with the mouse pointer and the recognized blocks will be listed at the bottom of the window:



There are two buttons for the OCR: recognize all pages and recognize a single page. In addition you can select via the menu “Edit / OCR recognition” the function “unrecognized pages”.

When the OCR is done for all pages the status windows for all pages look like this (asterisk column is completely filled):



Document separation by MultiPage-TIF files. Based on the criteria settings, this function takes the individual pages of a logical document and summarizes them into one logical document. This function can only be executed after the OCR process has been performed. The table background highlight color switches from red to green after this function has been performed. At this point documents can be captured with ClickReader.

Document separation by separator page (auto detected). This function separates documents based on the empty separator sheets. This function can only be executed after the OCR process has been performed. The table background highlight color switches from red to green after this function has been performed. At this point the capture process can be performed with ClickReader or empty pages can be eliminated (see above).

Document separation by barcode. This function separates documents based on defined bar codes. The barcode is defined in the software settings. This function can only be executed after the OCR process has been performed. . The table background highlight color switches from red to green after this function has been performed. At this point the capture process can be performed with ClickReader or empty pages can be eliminated (see above).

Document separation by keyword. This function separates documents based on a defined keyword. The keyword is defined under “settings” in the menu. This function can only be executed after the OCR process has been performed. The table background highlight color switches from red to green after this function has been performed. At this point the capture process can be performed with ClickReader or empty pages can be eliminated (see above).

Manual document separation: new document. This function is utilized for the manual separation of documents. This function is only possible, if the document separation has not been performed or was deleted again. The background highlight color of this table must be red.

Manual document separation: follow-up page. This function assigns the current page to the current document, as a subsequent page. Documents can be comprised of any documents. This function is only possible, if the document separation has not been performed or was deleted again. The background highlight color of this table must be red.

Delete page. This function deletes the selected page from a batch. The corresponding page is also eliminated from the table. The remaining table entries remain unaffected.

Rotate right. In the event this function is performed after the OCR analysis has been completed, OCR must be repeated because this function overrides the recognized text. The green frame around the text blocks disappears and the corresponding asterisk “*” disappears from the table.

Rotate left. In the event this function is performed after the OCR Analysis has been performed, OCR must be repeated because this function overrides the recognized text. The green frame around the text blocks disappears and the corresponding asterisk “*” disappears from the table.

OCR recognize single pages. OCR analysis can also be performed on individual pages. After this step has been completed a green frame highlights the recognized text blocks on the respective pages. The left screen panel background is still highlighted in red. After the OCR process has been completed an asterisk “*” is automatically entered into each row of the asterisk “*” column. This indicator shows the pages that have been analyzed with OCR. All the pages of a batch do not have to be analyzed with OCR. However, text cannot be extracted from pages that have not been analyzed with OCR.

Create documents in Multipage Tif format

Create PDF format (image PDF).

Create PDF/A format

Delete document separation (assignment of pages to documents). This function deletes page separations that have already been performed. The background of the table in left panel switches back to red from green.

Context help: Wie geht’s weiter. Kontextbezogene Hilfe, die sie dabei unterstützt, was als nächstes zu tun ist, bzw. was Sie überhaupt tun können.

Start capturing with current batch. After preprocessing (OCR, document separation, page assignment) is completed, this button is utilized to initiate the capturing function(e.g. ClickReader, ClickReader, ClickWizard). This function is only possible, if the document separation has not been performed or was deleted again. The background highlight color of this table must be green.

Exit.

To the first page

To the next page

To the first document

To the next document

To the previous document

To the last document

To the previous page

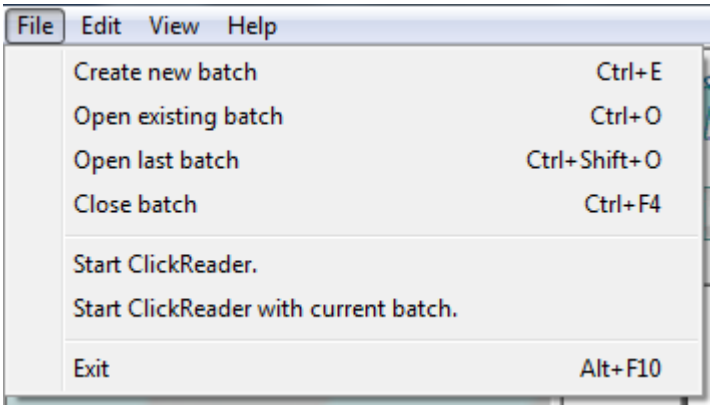
To the last page

Pages or documents can be accessed directly by clicking the respective page in the red/green table in the ClickScanner screen or by selecting the buttons described above.

3.4. Menu and Function Overview (ClickScanner)

The main menus in ClickScanner are:

3.4.1. File (Menu)



Create a new batch

Read the explanations to the button.

Attention: before a document batch can be captured with ClickReader, document separation and OCR page recognition must be performed. However, ClickReader can be opened with a batch that has not been processed with optical character recognition, but nothing can be captured (because the optical character recognition process has not been performed).

Open existing batch:

Read the explanations to this button.

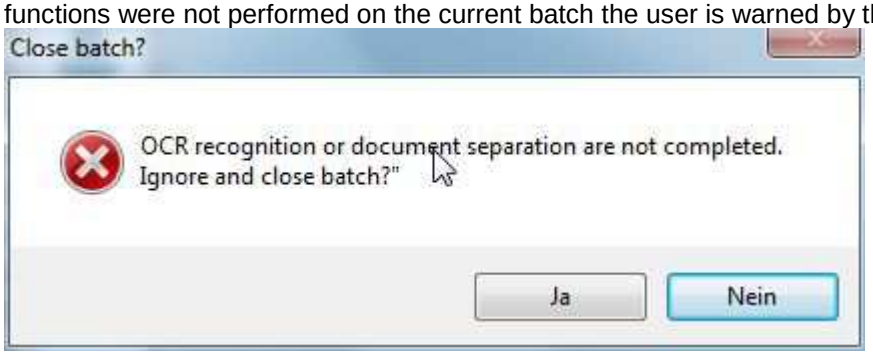
Open last batch:
This function opens the batch which has been processed last time.

Close batch
The function closes an opened batch and returns to the empty ClickScanner screen:

Start ClickReader
The function starts the ClickReader application. A batch can be opened for capture in the ClickReader screen that is subsequently displayed.

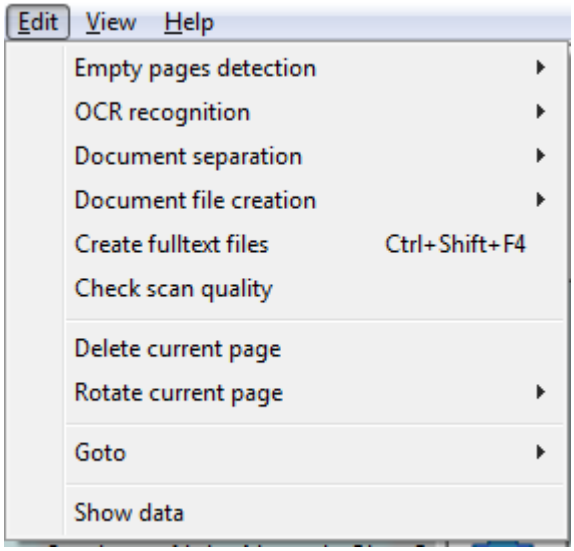
ClickReader with current batch
The function starts the ClickReader application with the document batch that is currently being processed.

Exit
The function closes the ClickScanner application. If the page recognition and page assignment functions were not performed on the current batch the user is warned by the following message:



By clicking “Yes” the application is shut down properly. The batch pages were not recognized and assigned.
By clicking “No” the application is not shut down. The user can continue to process the batch.

3.4.2. Edit (Menu)



Empty pages detection
The “**Edit / Empty Pages detection**” function offers the following options to recognize empty pages in a batch or to clear empty page recognition:

- **Number of pixels**: the number of pixels can be set here. Pages are classified as empty if the pixel number is lower than the setting.
- **File size:** the files size setting can be set. Pages are classified as empty if the file size is smaller than the setting.
- **Number of OCR blocks:** the number of OCR blocks can be set. The number signifies the number of recognized OCR blocks that would still be classified as an empty page.
- **Remove Empty Pages**” removes all empty pages.
- **Clear Empty Pages Recognition”** reverses the empty page recognition process.

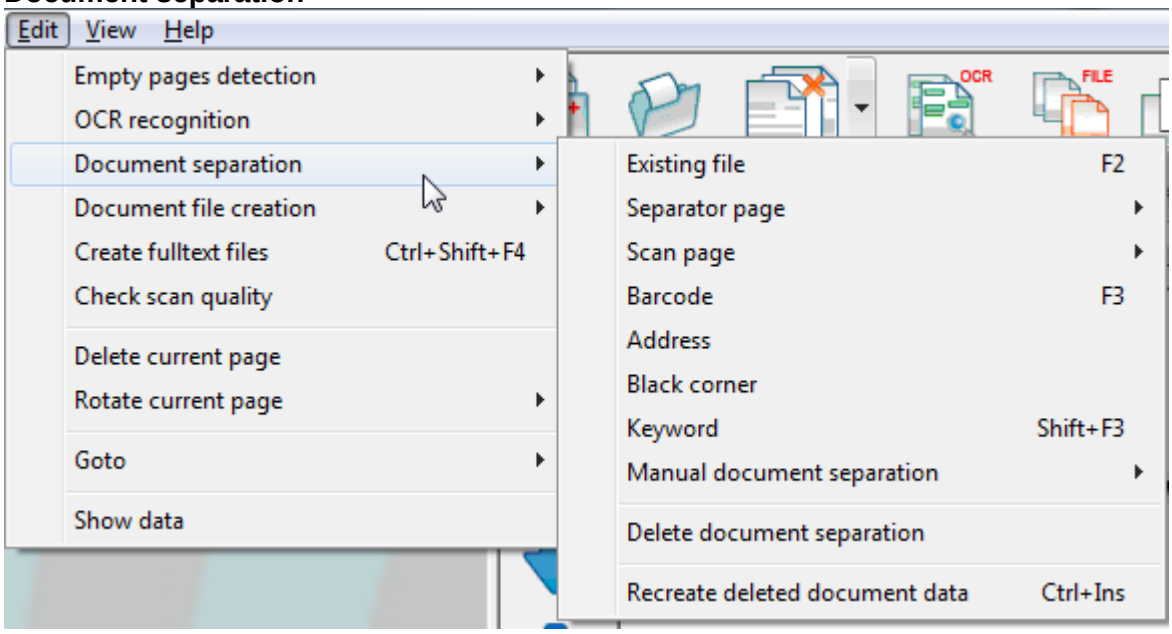
Attention: in the event empty page separation is **not** performed, the “document separation” function is not able to recognize and delete empty pages!

Attention: the “Document Separation / Separator Page …” function requires the recognized empty pages to separate the documents. If the empty pages are deleted with the “Delete Empty Pages” function the document separation process cannot be performed on the basis of empty pages.

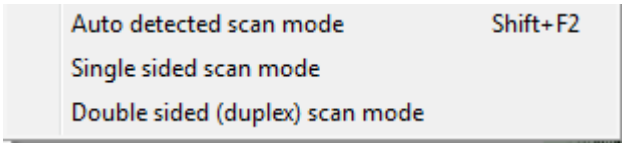
OCR page recognition

Read the explanations to this button.

Document separation



- **Existing file:** All pages of a MultiPage TIF file are summarized into one logical document.
- **Separator Page:**



  - Auto detected scan Mode: The document separation is performed on the basis of separator sheets; in addition all empty pages are eliminated.
  - Single sided scan mode: Document separation is performed on the basis of separator sheets and the acceptance of single side scanned documents; in addition all empty pages are eliminated.
  - Double sided (duplex) scan mode: Document separation is performed on the basis of separator sheets and the acceptance of duplex scanned documents; in addition all empty pages are eliminated.

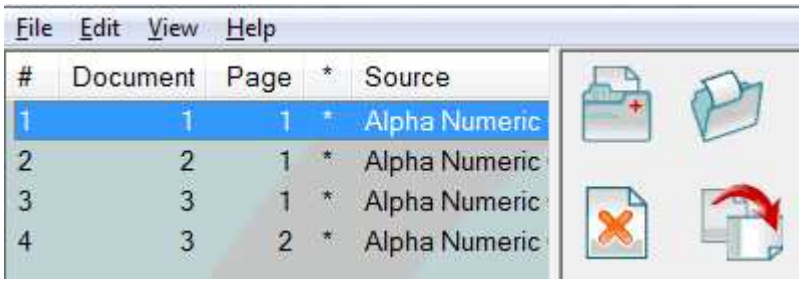
Attention: the function “Separator page” needs all empty pages to work proper. If you process the function “Remove Empty Pages” before a document separation via separator page cannot work!

- **Scan page:** you can select whether the separation will be made after each page (single sided scan) or after the always second recognized page (double sided scan).

- **Barcode:** this function recognizes the first page of a document by means of defined barcodes. The definition is performed in the OneClickSettings.ini function.
- **Address:** the separation will be done by recognition of an address window.
- **Black corner:** this function looks after a black corner on a page and separates then the document.
- **Keyword:** this function recognizes the first page of a document by means of defined keywords (stamps etc…). The definition is set in the OneClickSetting.ini function. The keyword definition must be unique and may not appear in the text of the document!

  Attention: Optical Character Recognition (OCR) must be performed prior to the execution of the "Edit / Document Separation / Keyword" function, because otherwise the keyword is not available.
- **Manual document separation:** this function performs the document separation on the currently listed pages (**begin the new document**) or adds the current page to the current document (**subsequent page assignment**).
- **Delete document separation** deletes the document separation of the batch that has been performed in full.
- **Recreate deleted document data:** this function executes in first step the function “Delete document separation” and in second step the function “Create documents in MultiPage-TIF format“.

When the document separation has been successfully done all pages and documents are listed in an ascending sequence of numbers:



Document file creation

The function creates different output files. You can select between:

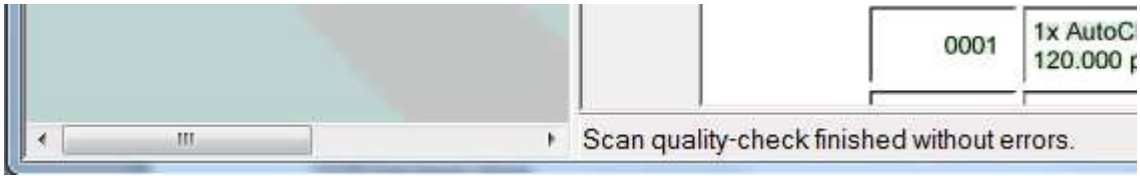
- MultiPage-TIF format
- PDF Image only format
- Searchable PDF format
- Searchable PDF/A format

Create fulltext files

The function extracts all recognized information from an analyzed document into a text file. This file will be stored in the same export directory as configured. You can start the function after the OCR and the document separation have been done.

Check scan quality

The "**Edit / Check scan quality**" function checks the quality of all pages of the current batch. In the status line at the bottom of the window the result is shown. You can execute the function after the OCR has been done. The result will be shown at the bottom of the main window:



Delete current page

The function deletes the current page from the batch. The function should, for example, be performed on pages that are not needed in a document.

Rotate page

The menu consists of the following functions:

- Clockwise
- Counterclockwise
- 180 degrees

Go to

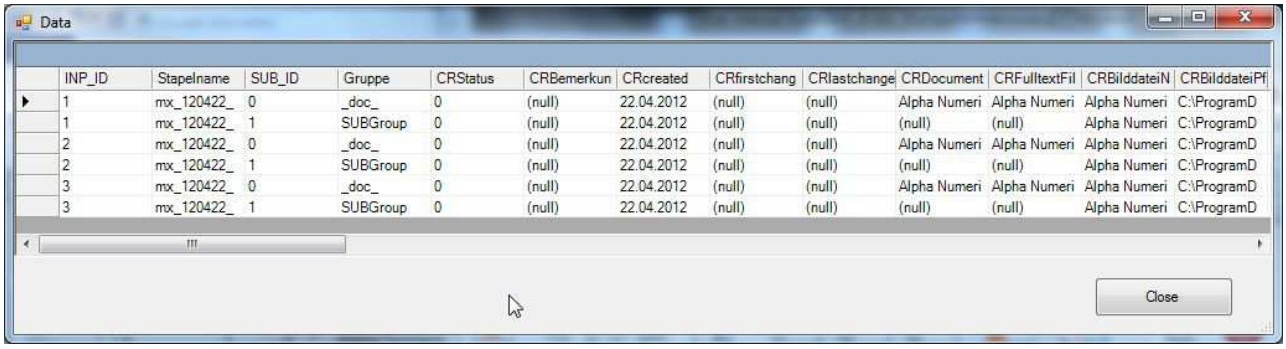
This function can jump to any page or document in the current batch and displays the associated page. The following Go to functions exist:

- **First document**
- **Previous document**
- **Next document**
- **Last document**
- **First page**
- **Next page**
- **Previous page**
- **Last page**

Attention: The page assignment must be performed prior to performing the "Edit / Go to" function, because otherwise the document or page assignment function is not possible.

Show data

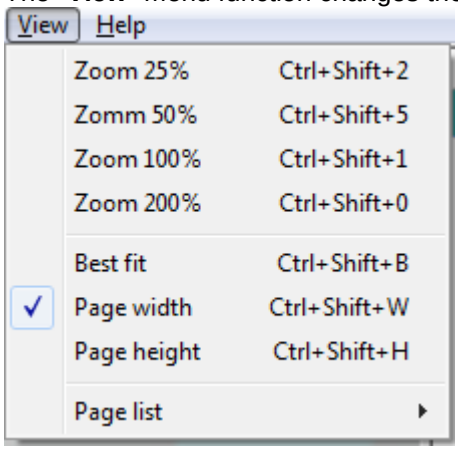
The function displays the results table derived from the data records, which were created for the current batch.


Data
INP_ID | Stapelname | SUB_ID | Gruppe | CRStatus | CRBemerkun | CRcreated | CRfirstchang | CRlastchange | CRDocument | CRFulltextFil | CRBilddateiN | CRBilddateiPf
1 | mx_120422_ | 0 | _doc_ | 0 | (null) | 22.04.2012 | (null) | (null) | Alpha Numeri | Alpha Numeri | Alpha Numeri | C:\ProgramD
1 | mx_120422_ | 1 | SUBGroup | 0 | (null) | 22.04.2012 | (null) | (null) | (null) | (null) | Alpha Numeri | C:\ProgramD
2 | mx_120422_ | 0 | _doc_ | 0 | (null) | 22.04.2012 | (null) | (null) | Alpha Numeri | Alpha Numeri | Alpha Numeri | C:\ProgramD
2 | mx_120422_ | 1 | SUBGroup | 0 | (null) | 22.04.2012 | (null) | (null) | (null) | (null) | Alpha Numeri | C:\ProgramD
3 | mx_120422_ | 0 | _doc_ | 0 | (null) | 22.04.2012 | (null) | (null) | Alpha Numeri | Alpha Numeri | Alpha Numeri | C:\ProgramD
3 | mx_120422_ | 1 | SUBGroup | 0 | (null) | 22.04.2012 | (null) | (null) | (null) | (null) | Alpha Numeri | C:\ProgramD
Close

Attention: The page assignment must be performed so that the data records can be created for the current batch/stack. In the event the page assignment was not performed for the current batch the displayed results table will not contain any data records.

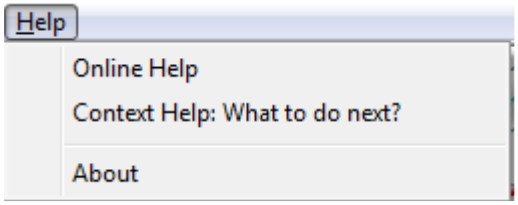
3.4.3. View (Menu)

The "**View**" menu function changes the depiction of the document view in the ClickScanner screen.



The following functions are available:
- **Zoom 25%** displays the current page of the batch at 25% of the original size.
- **Zoom 50%** displays the current page of the batch at 50% of the original size.
- **Zoom 100%** displays the current page of the batch at 100% of the original size.
- **Zoom 200%** displays the current page of the batch at 200% of the original size.
- **Best fit** displays the current page in full.
- **Page width** adjusts the page width to fit the window width.
- **Page height** adjusts the page height to fit the window height.

3.4.4. Help (Menu)



Help

The "**Help / Help**" function starts the application's help system.

Online help

The function starts the internet online help (http://www.oneclicksolutions.de/help/online/cs_de/) where you will always find the latest version of the help.

Context help, what to do next

The function is a context help which suggests at any state of process what to do next or why anything could not be executed.

About

The function displays the version numbers for the ClickScanner application and the FineReader Engine.

3.5. Function Keys (Click Scanner)

The following function keys are available in ClickScanner. The function keys are also listed in the individual menus. The yellow background indicates that these functions can also be started by buttons.

File:

Create new batch	Strg + E
Open existing batch	Strg + O
Open last batch	Strg + Shift + O
Close batch	Strg + F4
Start ClickReader	
Start ClickReader with current batch	
Exit	Alt + F10

Edit:

Empty pages detection:	
Number of pixel	
File size	
Number of OCR blocks	
Remove empty pages	
Clear empty page recognition	
OCR recognition:	
All pages	Strg + Shift + E
Single page	
All unrecognized pages	
Document separation:	
Existing file	F2
Separator page:	
Auto detected scan mode	Shift + F2
Single sided scan mode	
Double sided scan mode	
Scan page:	
Single sided scan	
Double sided scan	
Barcode	F3
Address	
Black corner	
Keyword	
Manual document separation:	
New document	F4
Follow-up document	F5
Delete document separation	
Recreate deleted document data	Strg + Ins
Document file creation:	
Create documents in MultiPage-TIF format	
Create documents in Pdf Image only format	
Create documents in searchable Pdf format	
Create documents in searchable PDF/A format	
Create fulltext files	Strg + Shift + F4

Check scan quality	
Delete current page	
Rotate current page:	
Clockwies	Strg + R
Counter clockwise	Strg + L
180 degrees	Strg + U
Goto:	
First document	Strg + F6
Previous document	Strg + F7
Next document	Strg + F8
Last document	Strg + F9
First page	Shift + F6
Previous document	Shift + F7
Next page	Shift + F8
Last page	Shift + F9
Show data	

View:

Zoom 25%	Strg + Shift + 2
Zoom 50%	Strg + Shift + 2
Zoom 100%	Strg + Shift + 2
Zoom 200%	Strg + Shift + 2
Best fit	Strg + Shift + S
Page width	Strg + Shift + B
Page height	Strg + Shift + H
Page list:	
Thumbnails	Strg + Shift + T
List	Strg + Shift + D

Help:

Online help	
Context Help: What to do?	
About	

4. Automatic Batch Processing (CREngine)

4.1. Processing documents from one directory

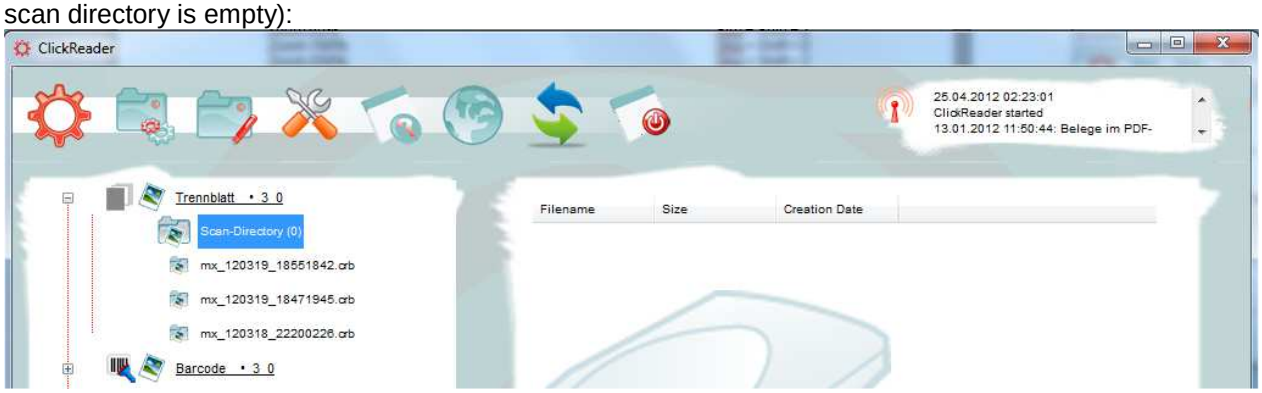
The automatic batch processing is manually started by clicking on the second button in ClickMenu or automatically started via the Add-on “Queue-Service”.

Before you can start the automatic batch creation you have to load image files in the scan directory. There are two possibilities to do so:

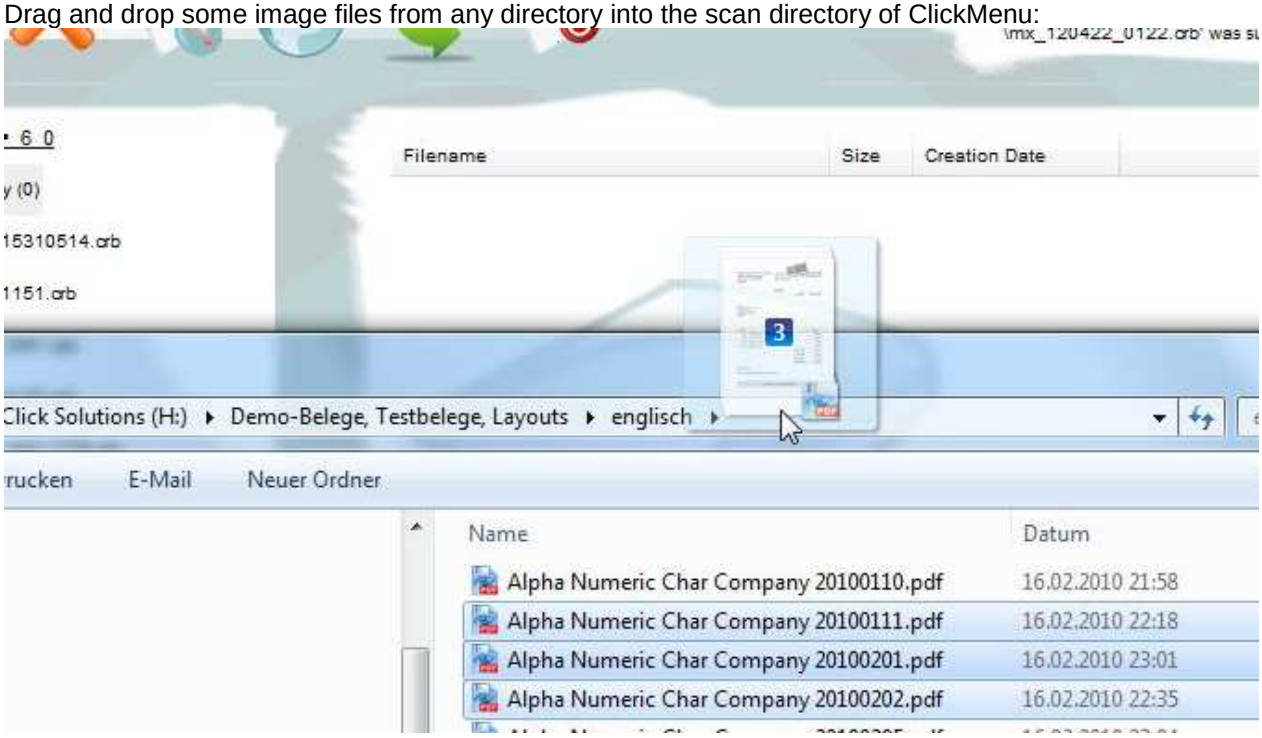
- You scan or copy the files directly into the scan directory which is by default C:\ProgramData\ClickReader\Scans

- You just manually drag and drop the files into scan directory in ClickMenu.

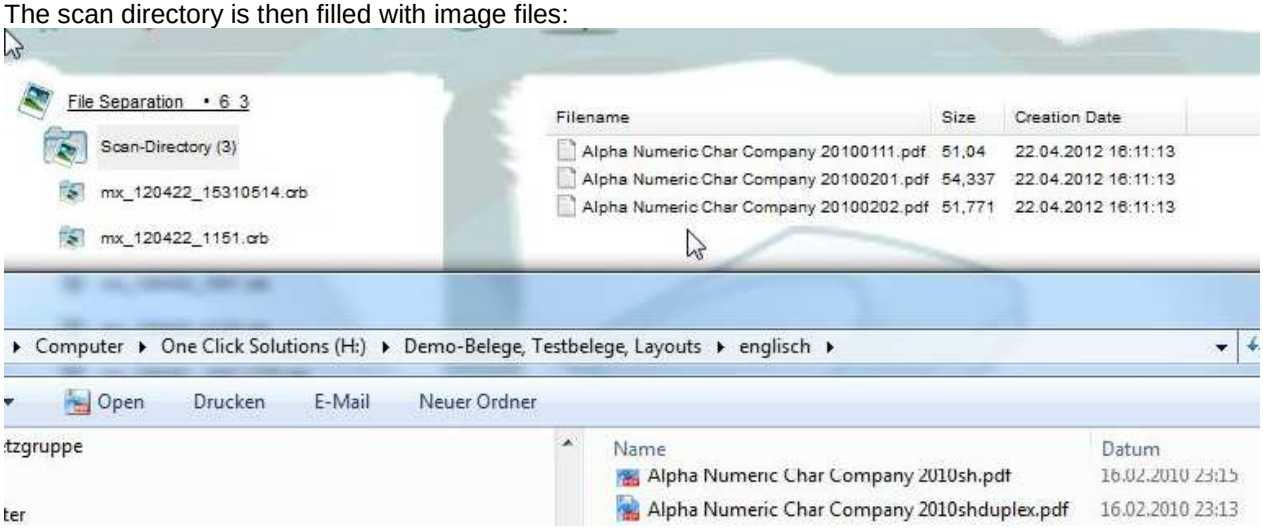
How to drag and drop image files into the scan directory in Click menu:
Click on the scan directory in ClickMenu. There are no files listed in the window on the right (i.e. the scan directory is empty):



Drag and drop some image files from any directory into the scan directory of ClickMenu:



The scan directory is then filled with image files:



Now you can start the automatic batch creation:

Depending on the configuration the automatic batch creation either shows up with the main window of ClickReader or can even start the first read in ClickReader.

4.2. Processing documents from multiple directory

To process more than one scan directory you need the ClickReader Add-on “Multiqueue”. Having licensed this Add-on you can process as many directories as you like.

How to create a multiqueue processing?
You have to open administration directory of ClickReader, where you find all processed documents, captured information, layouts and the configuration file which is named “oneclicksettings.in”. By default you will find it here: C:\ProgramData\ClickReader.

Now you just copy the configuration “oneclicksettings.ini” and rename it as you like, e.g. “oneclicksettings-barcode.ini”.

Notice: Be sure that you have always one file called “oneclicksettings.ini” otherwise ClickReader will automatically create a new default oneclicksettings.ini with default settings!

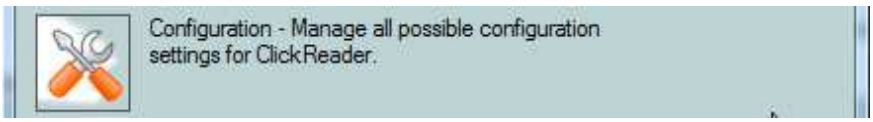
You can vary the settings in the configuration files as you like:

4.3. Automatic batch processing with Email messaging

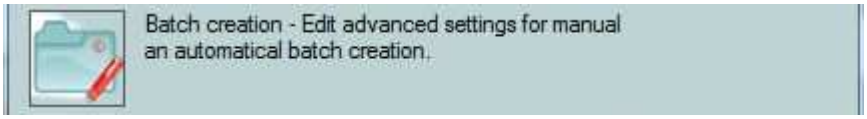
Particularly when you have big batches with many pages the automatic batch creation can take some time. Main reason for this is the OCR.

In these cases the automatic process can be optimized if the automatic batch creation sends an email to the operator to tell him that he now can start with the training or capturing.

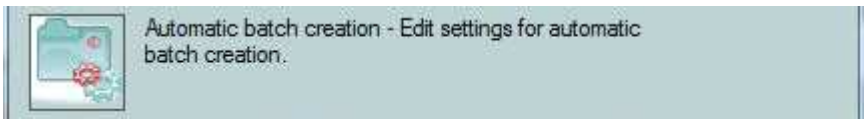
To do so you have to make the following settings in the configuration:



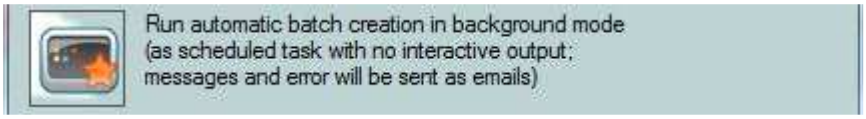
>>>



>>>

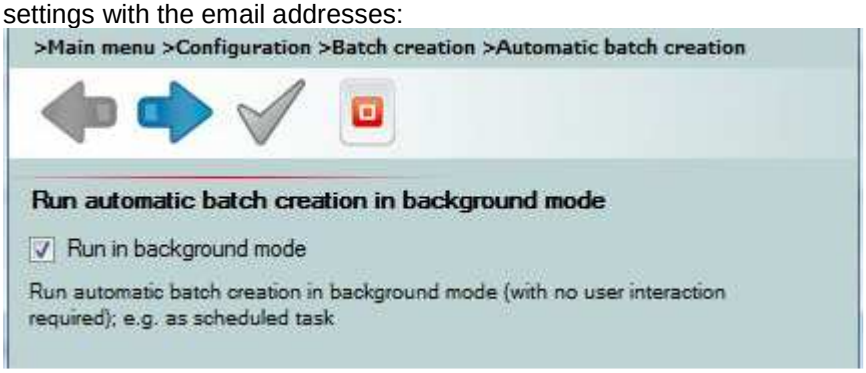


>>>

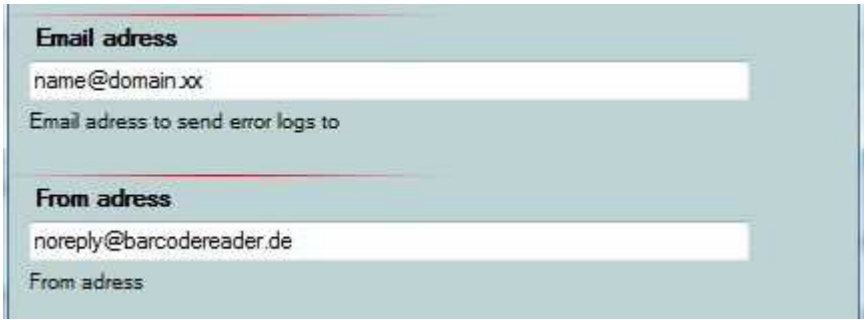

Run automatic batch creation in background mode
(as scheduled task with no interactive output;
messages and error will be sent as emails)

>>>

In this submenu you have to tick the checkbox and then step through the menu til you you come to the settings with the email addresses:


>Main menu >Configuration >Batch creation >Automatic batch creation
Run automatic batch creation in background mode
Run in background mode
Run automatic batch creation in background mode (with no user interaction required); e.g. as scheduled task

>>>



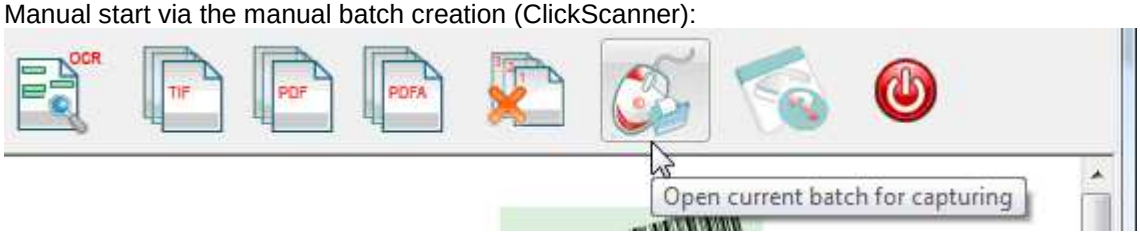
5. Read and training of documents with ClickReader

You can start the reading and training of documents by the following ways:

Manual start via ClickMenu:

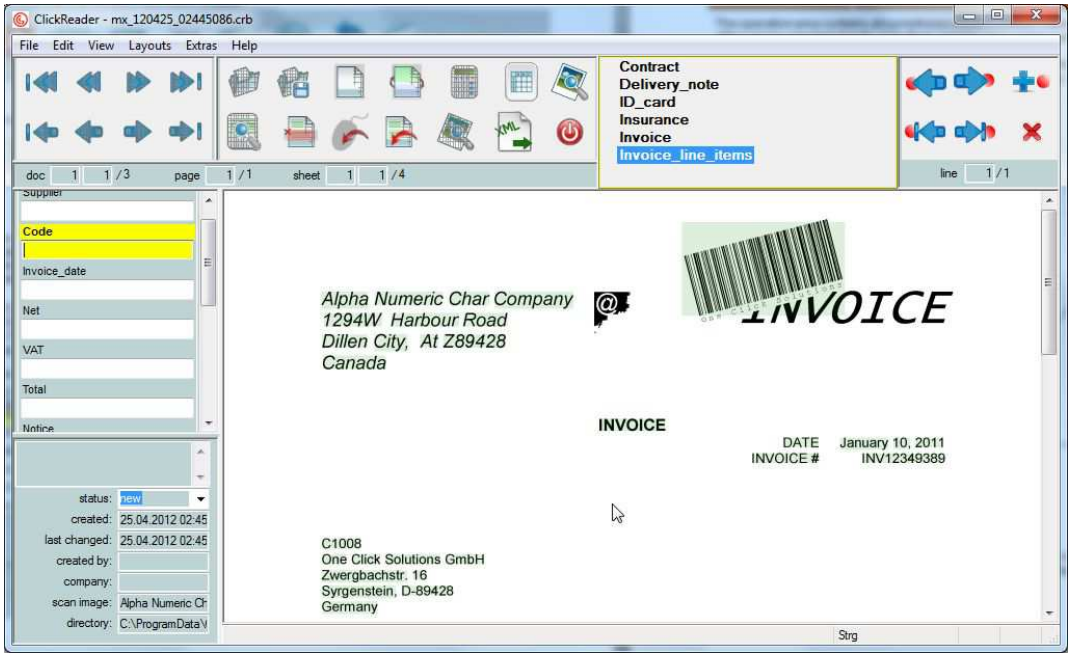
Automatic start via the automatic batch creation:

Manual start via the manual batch creation (ClickScanner):



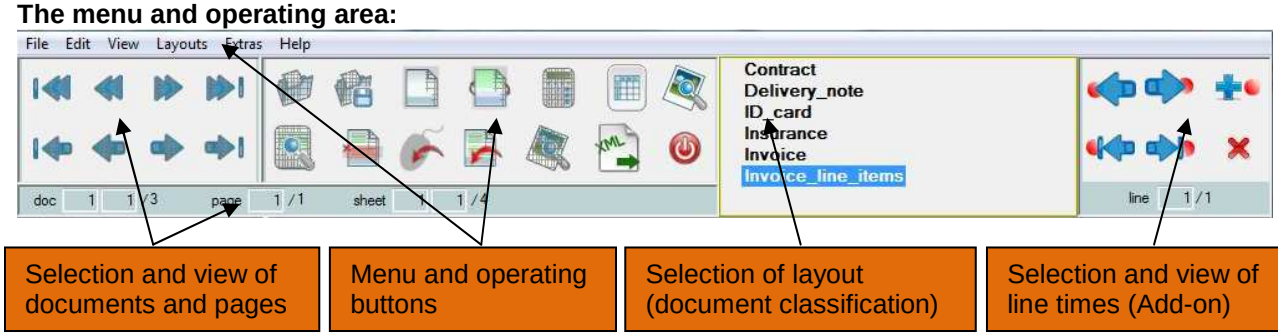
The completion of the document batch processing steps "manual batch creation" or "automatic batch creation" is required to initiate the data capture help process with ClickReader. On the other hand Optical Character Recognition (OCR) has not been performed and as such data/information cannot be captured.

The ClickReader screen:



The ClickReader screen is divided roughly into 3 sections:

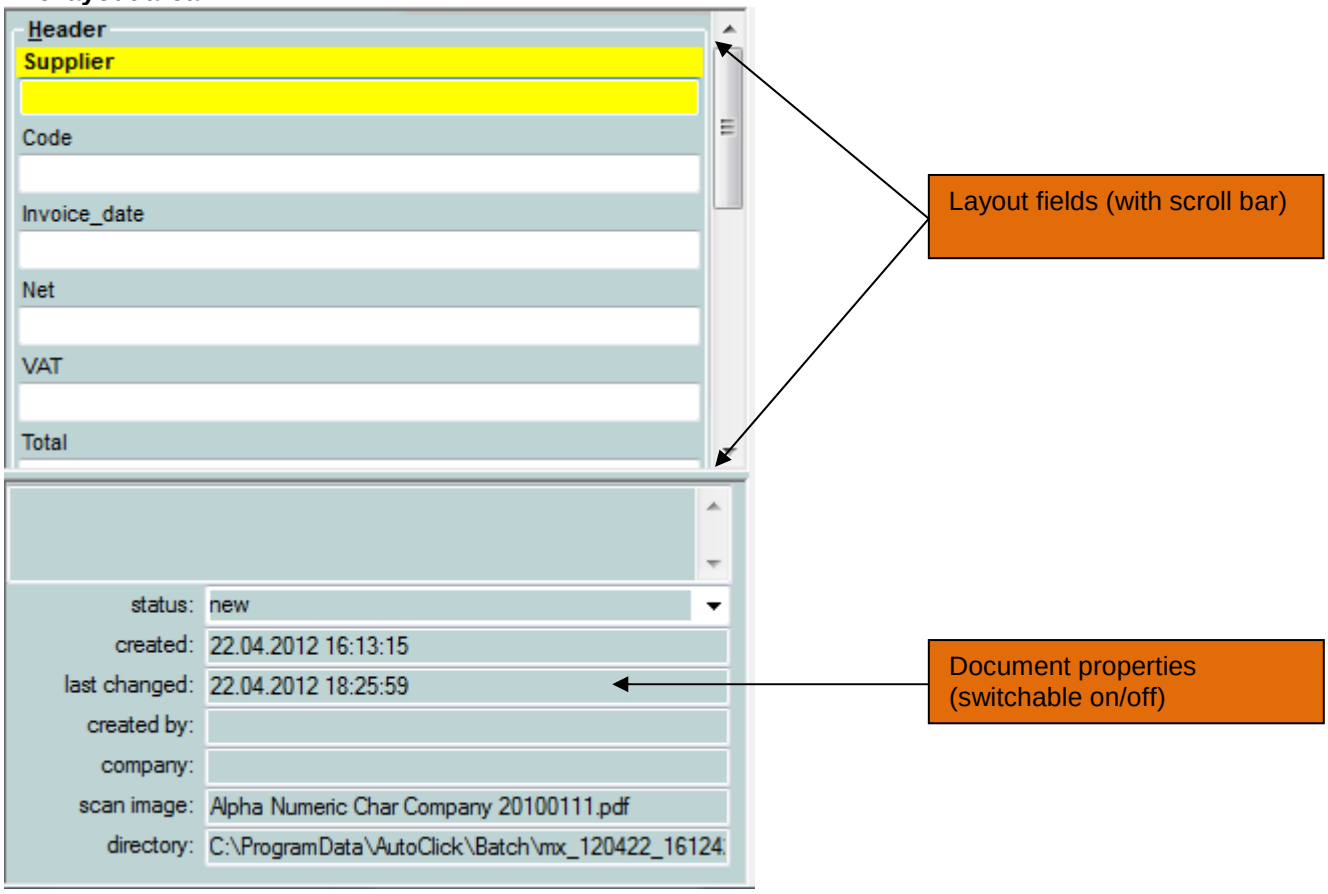
The menu and operating area:



The operation area contains all current executable functions (menus); the functions that are used most often can be selected directly via buttons (simpler and quicker operation).

In addition, all available document types (such as invoices, delivery notes, inquiries etc…) are listed here. The document types classify the documents into categories. Each document type can have different capture fields.

The layout area:

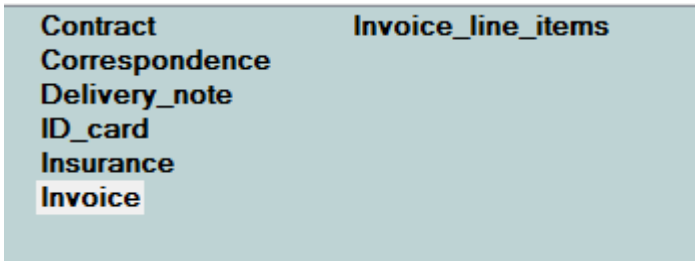


The layout area contains the fields that are to be captured, which are either to be created in advance with the Layout Editor or are preset automatically by the back office system (this is the case if it is integrated into a back office system).

The document area: it's the biggest area where the current page is shown.

The size of the window and the size of the page aperture can be varied and adjusted to the monitor.

5.1. Basic elements of Data Capture



The first step is the selection of the desired document type. This is performed by double clicking the corresponding document type in the upper right hand screen section (Operations Area).

The selected document type is highlighted and the associated entry fields are listed in the layout area.

All information in the document that can be selected (and as such that can be captured) is highlighted with a green background. This information can now be captured simply per

- mouse click
- dragging the mouse (several blocks located one after another) or
- mouse click while the Ctrl button is pressed (when capturing several blocks that are not located directly next to each other or in sequence).

.

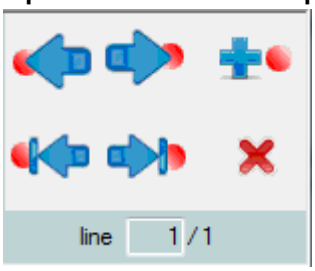
When "dragging the mouse" the mouse can be dragged from left to right and right to left or diagonally. The best starting point is the point that is furthest from the next green field (simply because one can navigate with less accuracy and navigate more quickly).

The background color of the information that will be captured will simply switch from green to red. So it is quite obvious whether you have captured the information you wanted or not:

As soon the mouse clicks a green field the information is located in a framed box that is currently highlighted with a yellow background and the next field in the layout is activated (yellow background highlight)

Select input field
To skip an input field press the tab key. If a previous field is to be activated press the shift and tab key.

Capture Table Data/Multiple-Groups/Line item data (with Add-on "Line item capturing")



ClickReader can capture line items or table rows (Multiple-Groups). Due to the fact that the number of items/table cells varies from document to document, the field's group can be selected anew multiple times; on a case by case basis. This is done during the capture process by selecting this button . To determine if a group can be added dynamically during the capture process or not is easily recognizable on the highlighted background color. Dynamic groups are highlighted in green (all other groups are highlighted in gray).

The capture process is identical to the process utilized for all the other fields.

Switching Layouts
Layouts can be switched to any available screen (screens for the document types) at any time online, during the data capturing process; while capturing data from a document. To switch to a different layout double click the desired document type.

During the switching process all of the completed fields that exist in both layouts are transferred to the new screen.

Save captured values
Capturing all fields in a layout is not a prerequisite to saving the captured data for a specific document. All mandatory fields of a layout (mandatory fields are defined during the creation of the layout with the Layout Editor) must be completed, otherwise the data/document cannot be saved.

Captured documents are saved by clicking the following button . In this case the document status switches to "completed/done"; at this point the capturing process cannot be continued. The captured values/data located in the layout fields are saved to a preset target

location (CSV, XML, or SQL) and can be made available for processing in any number of applications.

Document Status
Each batch document is assigned statuses during and after the completion of the capturing process. Here is a list of the statuses:

- **open:** the document has not yet been captured and accordingly no data has been stored and if required transferred to another system.
- **in work**: the document has been captured in part i.e. the capturing process could not be completed in full, specifics must still be clarified. The user sets the status manually.
- **done/completed:** the document has been captured and the captured data/information has been transferred to a back office system for processing. The status is set automatically upon saving the document.
- **deleted:** if a document is deleted from a batch the document can no longer be displayed in ClickReader. The document however had already been created during the preprocessing phase and stored in the data-database and the document status is set to “deleted” after the document has been deleted.

The definitions “open”, “in work”, “done/completed” can be modified to meet customer specifications in the OneClickSetting.ini file.

LookUp-Data (Supplement Master Data)
In many cases the capture process can be expedited and the data completed by adding lookup information from other data sources (CSV, XML, SQL).

For example in the case of invoice capture, the supplier number of the invoicing party is needed or special payment terms must be considered. This information can, for example, be provided by an ERP system and transferred during the capture process.

In addition, information can be imported and compared to the document data; for example has the bank account information or the address changed.

The LookUp data transfer settings are set in the OneClickSettings.ini file.

5.2. Menu and Function Overview (ClickReader)

The following menus i.e. functions are available (fields highlighted with a green background can be selected via buttons):

Level 1	Level 2	Level 3
File	Open batch	
	Close batch	
	Open document for review	
	Export batch	
	Exit	
Edit	Set document status	in work
		Done
		Open
	Go to	First document
		Previous document
		Next document
		Last document
		First page
		Previous page
		Next page
		Last page
	Table data	First line
		Previous line
		Next line
		Last line
		Create new line
		Delete line
		Show table data
	LookUP	Search in Lookup Table
		Update Lookup Table
		Search in data table
		Copy from previous document
	Save document	
	Delete	Delete current field
		Reset current field
		Undo last click
		Delete all fields in the current group
		Reset document
		Delete page
		Delete document
View	Show DATA	
	Show position data	
	Zoom	Zoom to block
		Zoom 25%
		Zoom 50%
		Zoom 100%
		Zoom 200%
		Best fit
		Page width

		Page height
	Scroll	Scroll Up
		Scroll Down
		Scroll To the left
		Scroll To the right
		Scroll To Top
		Scroll To Bottom
		Home
		End
	Show page list	
	Calculator	
	Block info on/off	
	Log window on/off	
	Properties on/off	
	Show scan image	
Layouts	Load layout	
	Load previous layout	
Help	Online Help	
	About	

5.2.1. File (ClickReader)

Open Batch
The "**File / Open Batch**" function opens a batch. To do so a window screen is opened and a directory and batch can be selected. To confirm press the button "open".

Close Batch
The "**File / Close Batch**" function closes a batch. There is no safety interrogation.

Open Documents for review
The "**File / Open Documents for Review**" opens the original files in order to compare or search for certain information.

Export Batch
The "**File / Export Batch**" function exports a batch. This function has to be licensed extra.

Exit
The "**File / Exit**" function exits the application. There is no safety interrogation.

5.2.2. Edit (ClickReader)

Set document status
Each batch document is assigned statuses during and after the completion of the capturing process. The user can set the following statuses:

- **in work:** the document is being captured and the capture process has not yet been completed The user can also set the status manually.

- **done:** the document has been captured and the captured data/information has been transferred to a back office system for processing. The status is set automatically upon saving the document. The user can also set the status manually.
- **being clarified**: the document has been captured in part i.e. the capturing process could not be completed in full, specifics must still be clarified. The user sets the status manually.

The definitions “open”, “being clarified”, “done/completed” can be modified to customer specifications in the OneClickSetting.ini file.

Go to

This function can jump to any page or document in the current batch and displays the associated page. The following Go to functions exist:

- **First document**
- **Previous document**
- **Next document**
- **Last document**
- **First page**
- **Next page**
- **Previous page**
- **Last page**

Table Data

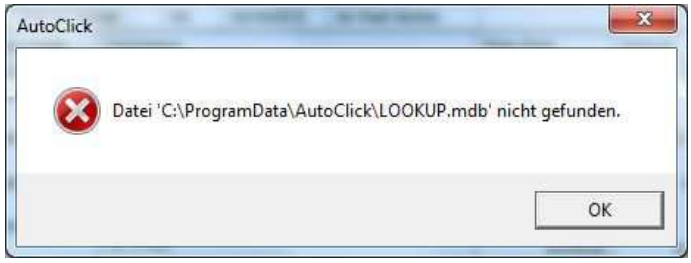
The menu sub-function “**Table data**” processes/edits layout groups with the characteristic capture table data (is defined in the Layout Editor during the definition of the layout screen). A table data record is defined as a row (corresponds to an item row).
The specific functions:

- **first line**
- **previous line**
- **the next line**
- **last line**
- **Create new line**
- **Delete current line**
- **show table data** this function displays all the current table’s captured lines.

LookUp

The sub-menu function “LookUp” copies values from different sources into the current group or current field. The following functions are available:

- **Search in LookUp table:** the actual group or data record is mined according to the LookUp data source (parameters are set in OneClickSettings.ini). In this process a word in a field of the current group is clicked on (the search criteria) and subsequently the configured **LookUp table**” is loaded. In the event a unique data record is found that meets the data mining criteria, the group fields are automatically filled and the cursor jumps to the next field.



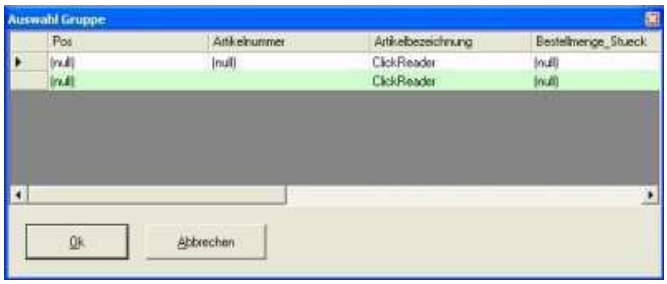
- In the event a data record is not found, the corresponding message is displayed on the screen.

  If several data records are found, a window with the corresponding data record list is displayed; a data record can then be selected and transferred.

- **Search in data table:** this function starts the data mining process that mines data records that are located in all of the documents of the current batch, which contain the search terms in the same group.

  The function “LookUp” mines all data fields that are located in the current batch, which contain the value “Click” in the field “Article Description”.

  In the event the mined data record is not identified as a unique record the user must select the correct record manually from the table screen.



  The user views all the captured data record values via the horizontal bar and transfers the decisive data records into the corresponding group by marking/blocking the data records and clicking the “OK” button.

- **Copy from previous document** this function copies the entire captured data record from the same group from the previous document into the current group of the current document.

Save document

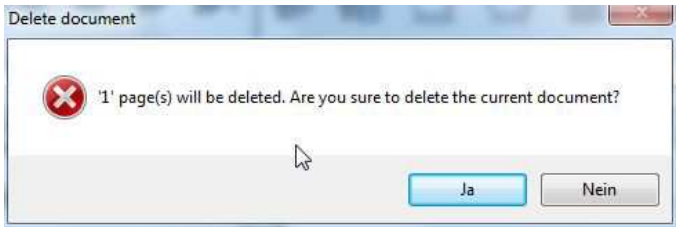
The "**Edit / Save Document**” function saves the current document. The captured data is transferred to the data record and can be utilized the next time the document is opened. The document remains in the current status.

Delete

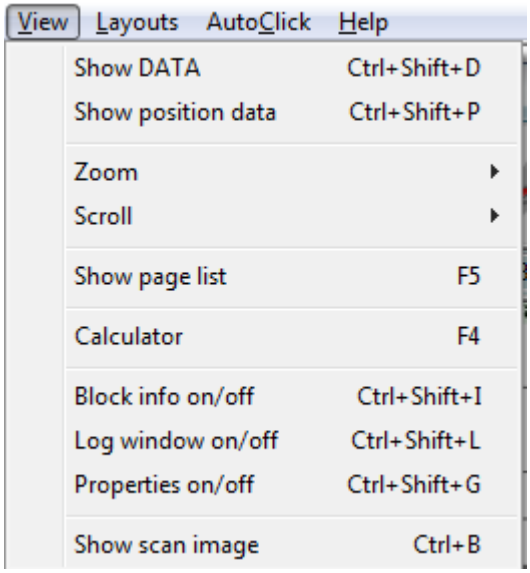
The sub-functions of the “**Delete**” menu reset processed/completed actions or deletes fields, pages, or documents. The following functions are available:

- **Delete current field:** the value in the current field (highlighted in yellow) is deleted. The field remains activated.
- **Reset current field:** the deleted value in the current field (highlighted in yellow) is reset. The field remains activated.
- **Undo last click:** reverses the last click.

- **Delete all fields in the current group:** all the values of a group are deleted. The field that was previously activated remains activated.
- **Reset document:** the document is reset to the status it had prior to the last time the record was saved. The changed and newly captured values are lost in this process.
- **Delete page:** the current batch page is deleted. The function should, for example, be performed on pages that are not needed in a specific document (for example empty pages).
- **Delete document:** the current document is deleted. The function should, for example, be performed on documents that are not needed in a specific document. The user must confirm the deletion of the document by clicking “Yes”. If the current document is deleted then the previous document is loaded and can be captured and processed/edited.



5.2.3. View (ClickReader)



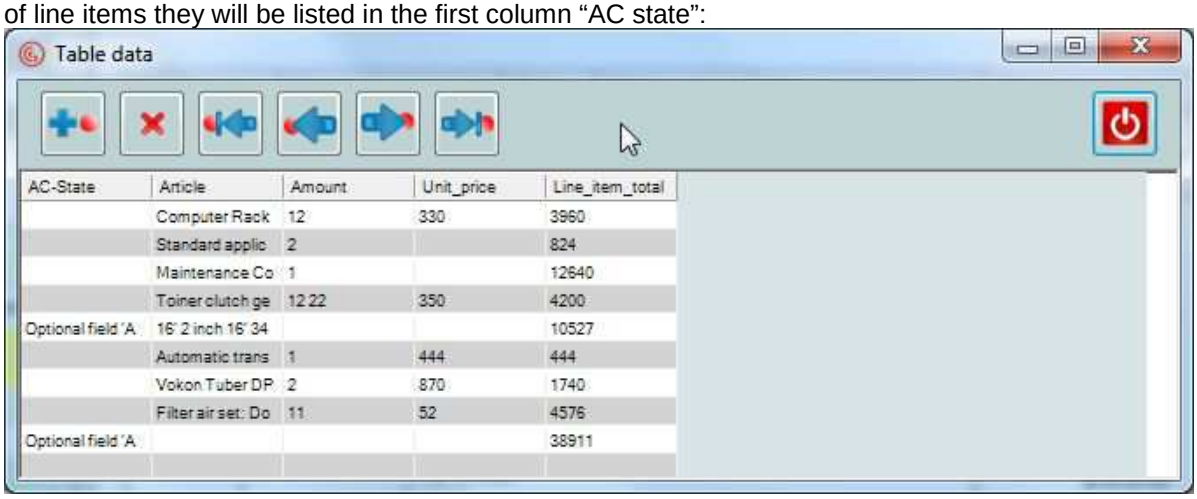
Show DATA

The “**View / Display Data**” function displays a table that contains all the fields that are to be captured, as well as the values, pages, and documents that have already been captured.

The “Close” button navigates back.

Show position data

This function lists all captured line items i.e. table data in a window. If you have errors in the capturing of line items they will be listed in the first column “AC state”:



Zoom

The following additional functions are available:

- **Zoom to block:** this function zooms in the window that is displayed after the function has been activated with the mouse. By activating the function a second time the application returns to the original view.
- **Zoom 25%** displays the current page of the batch at 25% of the original size.
- **Zoom 50%** displays the current page of the batch at 50% of the original size.
- **Zoom 100%** displays the current page of the batch at 100% of the original size.
- **Zoom 200%** displays the current page of the batch at 200% of the original size.
- **Best fit** displays the current page in full.
- **Page width** adjusts the page width to fit the window width.
- **Page height** adjusts the page height to fit the window height.

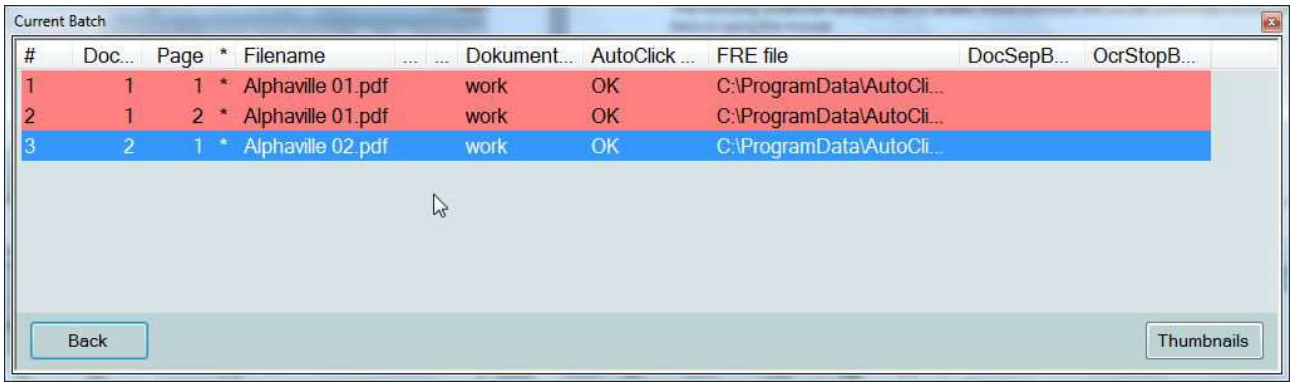
Scroll

The following additional functions are available; these functions are usually performed via the function keys or using the mouse:

- **Scroll Up:** shifts the page view up (Shift - Page Up)
- **Scroll Down** (Shift – Page Down)
- **Scroll left** (Shift – Home)
- **Scroll right** (Shift End)
- **Scroll to top** (Shift – Page Up)
- **Scroll to bottom** (Alt – Page Up)
- **Home** (Alt – Home)
- **End** (Alt – End)

Show page list

The "**View /Display Page List**" function displays all the pages of the current batch/stack in a separate window. By clicking on the desired page the respective document is displayed with the corresponding page.


Current Batch
Doc... Page * Filename ... ... Dokument... AutoClick ... FRE file DocSepB... OcrStopB...
1 1 1 * Alphaville 01.pdf work OK C:\ProgramData\AutoCli...
2 1 2 * Alphaville 01.pdf work OK C:\ProgramData\AutoCli...
3 2 1 * Alphaville 02.pdf work OK C:\ProgramData\AutoCli...
Back
Thumbnails

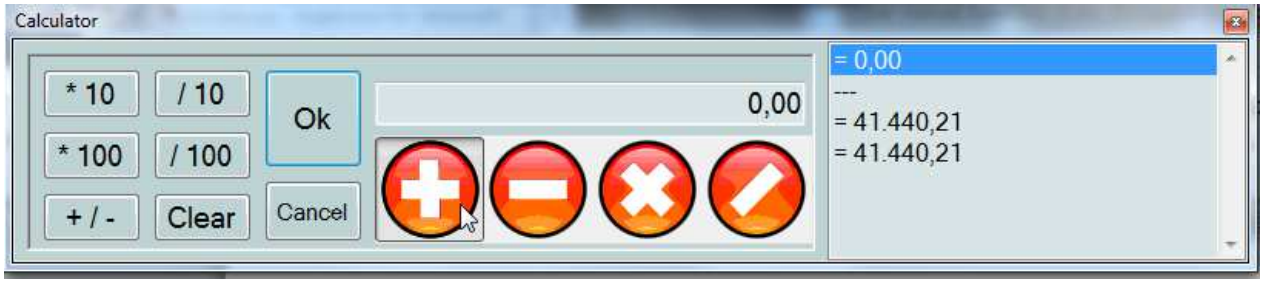
Calculator

The "**View / Calculator**" function opens a type of calculator with which various calculations can be calculated, without obstructing the click rhythm.

By clicking the different values calculations can be performed; the corresponding results can be transferred to the corresponding field.

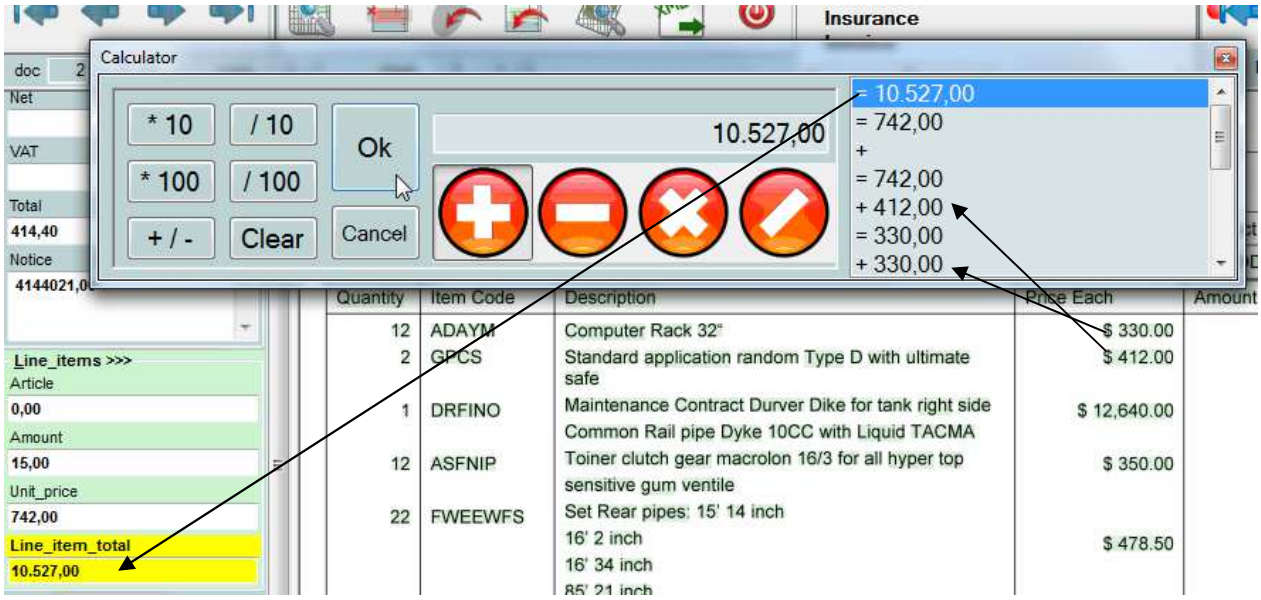
After the function has been performed the quick calculator remains on top and the user can perform different calculations for the active field.

The most important operators that are available are: addition, subtraction, multiplication, and division. In addition, values can be multiplied and divided with the factor of 10 and 100.



Upon opening the quick calculator the desired calculator operation can be selected by click.

Subsequently, all values are clicked that are to be calculated in the selected calculation.



By clicking “OK” the result is transferred into the active field. The quick calculator is closed and the user can continue with the capture of the next field in the layout.

The user can stop a calculation at any by clicking “cancel”. The result is not transferred to the field.

Attention: Due to the fact that the quick calculator only processes numeric values it can only be opened if the cursor is in an active numerical field.

Block Info on/off

The “**View / Block Info on/off**” function displays information pertaining to the individual text blocks that have been recognized in the current page. This is a service and debug function.

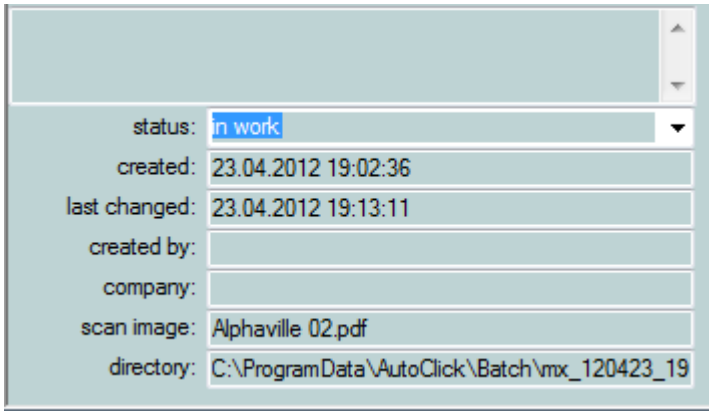
Log window on / off

The “**View / Log window on / off**” function displays different application information. Each layout switch is documented in the log window. The current batch name, for example, is recorded there.

Properties on / off

The "**View / Properties on / off**" function displays different information of the current document.

The properties window is located in the lower left hand corner of the ClickReader screen.



The following information is displayed in the properties window:

Document Status
- Creation date
- Date of the last change
- User name of the creator
- Company
- Scan file (name of the image file)
- Target directory of the scan file

Show scan image

The "**View / Show scan Image**" opens the current page (image file) with a third party graphics program.

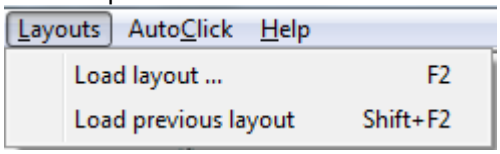
Important: Changes to the original image file do not affect the pages of the current document.

Should the image file be supplemented with additional information the processing of the image file with the ClickReader application must be repeated.
. The page recognition function must also be repeated to ensure that all of the existing texts in the image file are recognized.

5.2.4. Layouts (ClickReader)

Load layout…

The "**Layouts / Load Layout…**" function activates the window area highlighted in yellow in which all layouts are listed. The up / down keys and the enter key on the keyboard allows the user to navigate between the listed layouts, a further option is: to place the cursor on the desired layout and double click to open.



Load previous layout

The "**Load previous Layout**" function switches to the layout that was previously active.

5.2.5. Help (ClickReader)

Online Help
The "**Help / Online Help**" function opens the online application's help system.

About
The "**Help / About**" function displays the version numbers for the ClickScanner application and the FineReader Engine.

Important:
All batch processing settings are set in the OneClickSettings.ini file.
(Default: C:\ProgramData\ClickReader\OneClickSettings.ini).

6. Installation, license, language

The installation and licensing of ClickReader is written in the document “Installation ClickReader v4”.
You start the licensing via the configuration menu in ClickMenu:

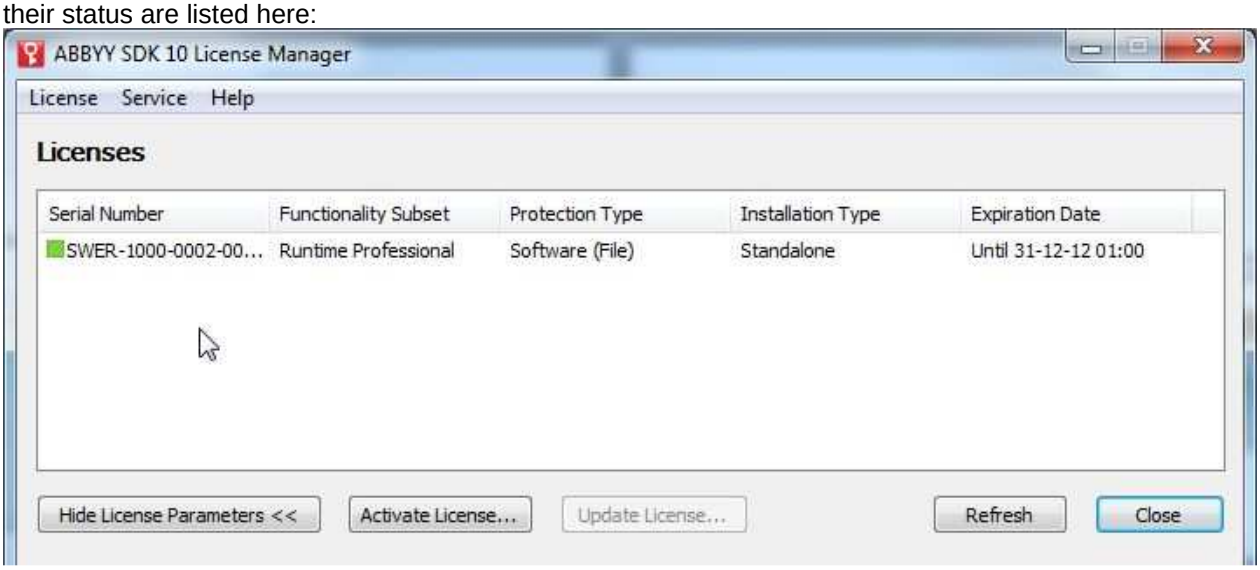
>>>

>>>

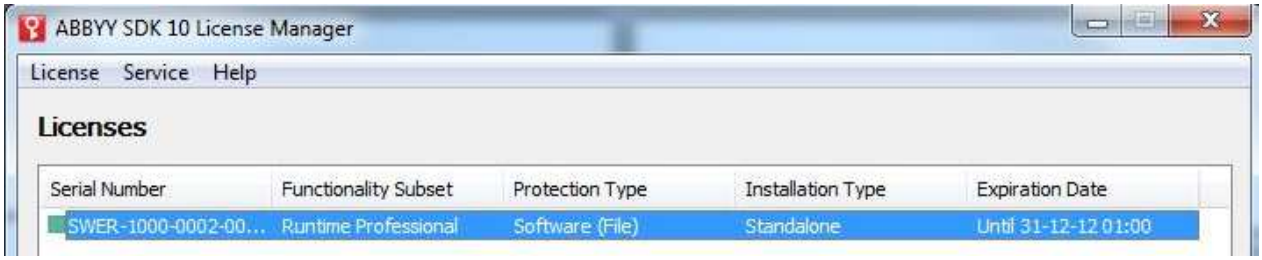
ClickReader-Konfiguration - C:\Program Files (x86)\OCSv4\ClickReader\Cfg\O...
>Main menu >License Management
Show current license information.
Install new license
Change language (German, English, Spanish)

1.1. Show current license information

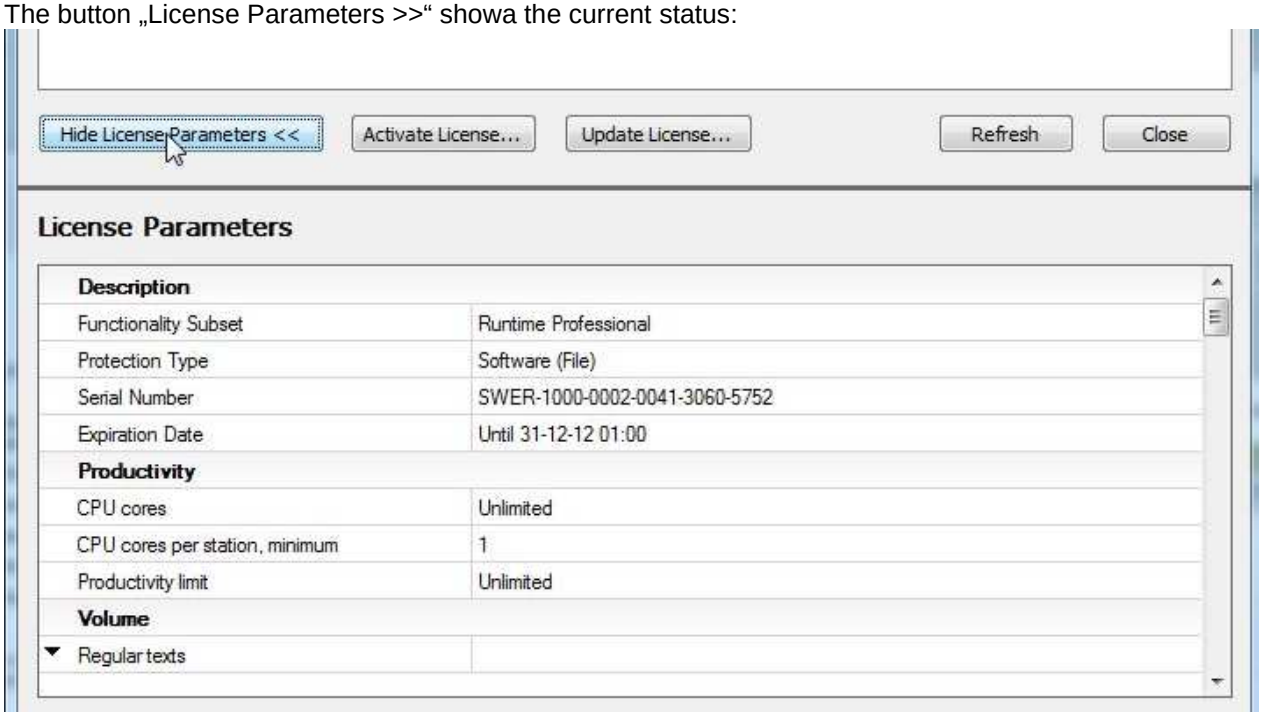
The button „Show current license information“ opens the license administration. All current license with their status are listed here:



To see a detailed status of a license you just click a license.



The button „License Parameters >>“ showa the current status:



The button „Hide License Parameters <<“closes the window.

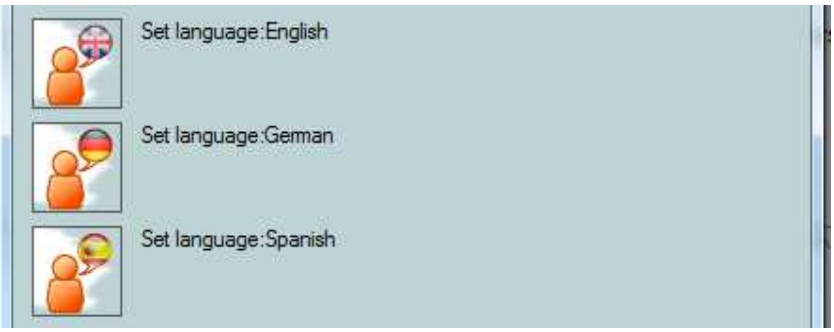
Having select a license you can also activate or update the license (for instance if you have purchased an Add-on later).

The „Refresh“ button refreshes the status then.

1.1. Install new license

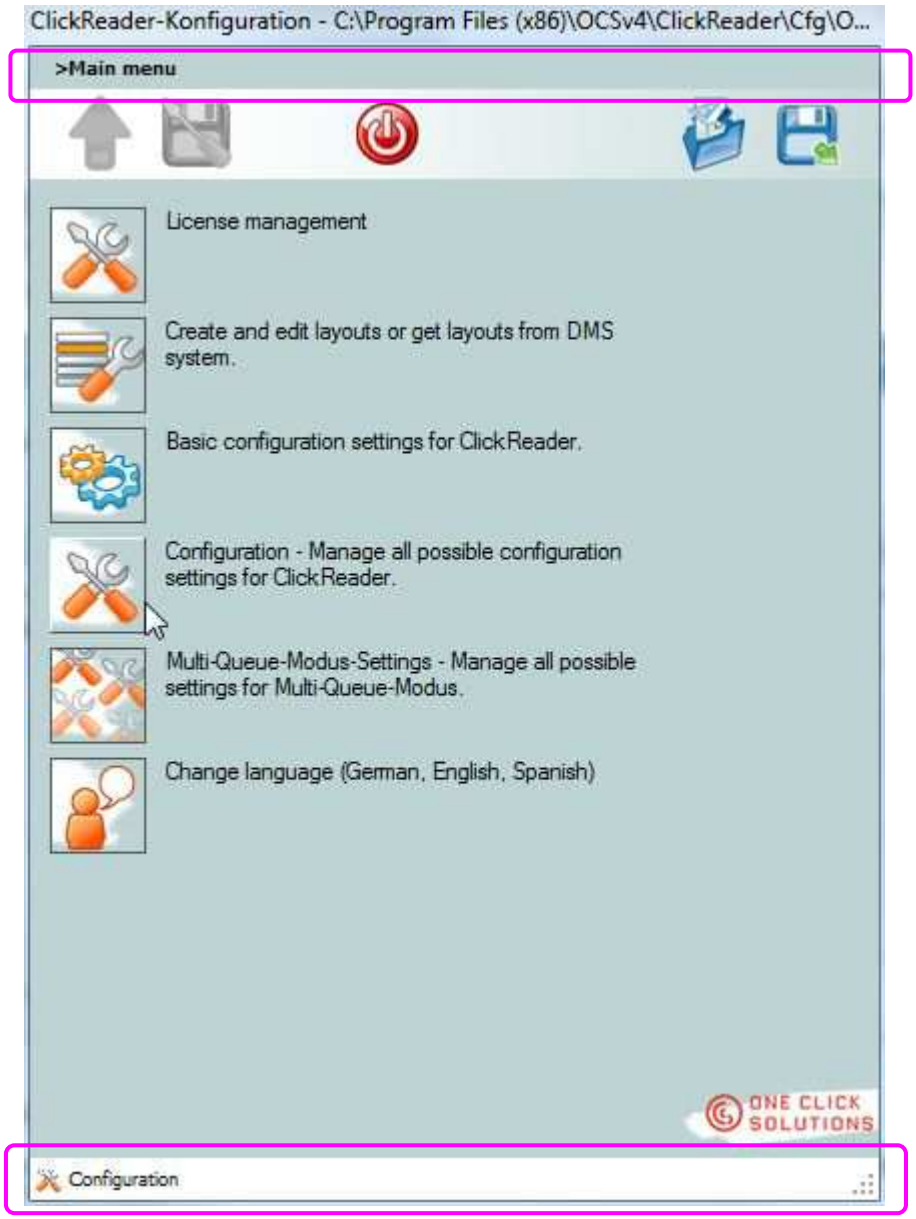
Please read the document „Installation ClickReader v4“.

1.1. Change language



7. Configuration (OneClickSettings.ini)

In the section “Configuration“ all settings and parameters for ClickReader are made.


ClickReader-Konfiguration - C:\Program Files (x86)\OCSv4\ClickReader\Cfg\O...
>Main menu
License management
Create and edit layouts or get layouts from DMS system.
Basic configuration settings for ClickReader.
Configuration - Manage all possible configuration settings for ClickReader.
Multi-Queue-Modus-Settings - Manage all possible settings for Multi-Queue-Modus.
Change language (German, English, Spanish)
ONE CLICK SOLUTIONS
Configuration

It contains:

- License administration
- Layout creation (for capturing)
- Basic settings
- Complete settings

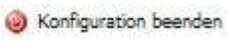
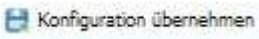
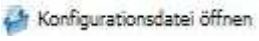
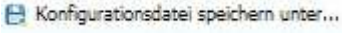
To give you a general view at which position in the configuration you are, you find the path at the top of the window.

When you touch a button with the mouse a status line will be opened at the bottom of the window to explain what the function of the button is.

There are the following menus:

- Licence management
- Create and edit layouts from DMS system
- basic configuration settings for ClickReader
- configuration – Manage all possible configuration settings for ClickReader
- MultiQueue-Mode settings – Manage all possible settings for the MultiQueue-Mode
- Change language (German, English, Spanish

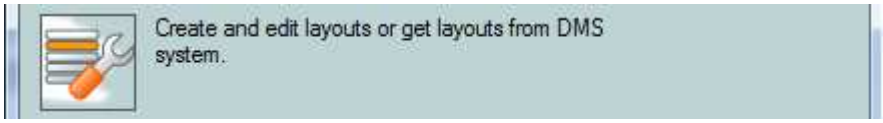
The navigation is done by the following buttons:

button	explanation / action	statusline
	Exit of the section “configuration“. All settings made which have not been saved will be lost.	
	All settings made will be saved and are available imediately.	
	(just in main menu „configuration“: the button leads one level back.	
	This button is only available when you have set „multiple scan directories“. The button selects the configuration file to be configured.	
	This button is only available when you have set „multiple scan directories“. The button offers to save the actual configuration under a new name.	

7.1. Licence administration

Please read chapter „Installation, license, language“.

7.2. Layout-Editor



The layout-editor is the tool to create, build or define the layouts, i.e. the capture screens, which will be used by ClickReader. There can be defined as many different layouts as needed such as for invoice, delivery notes, correspondence, service requests, insurance declaration.

Starting the layout editor you first get the following message:

Warning
Warning: Documents that are not yet exported or archived were found in the database.
If a new database will be created after editing layouts, these document data records must be recreated
in 'Batch Creation' with the menu function 'Recreate deleted document data'.
Do you want to start the application now?
Ja
Nein

Notice: if you delete anything in a layout (i.e. a complete layout, a group or a field) and create the a new data base a part of already captured information will be lost! This cannot be undone!

Talking about layouts we distinguish between 3 containers:

- **Layouts**; capturing screen for a certain document type (e.g. invoice)
- **Groups**; a group includes a specified number of capturing fields with common properties
- **Fields**; these are input- or capturing fields which have to be specified individually such as invoice date or invoice number

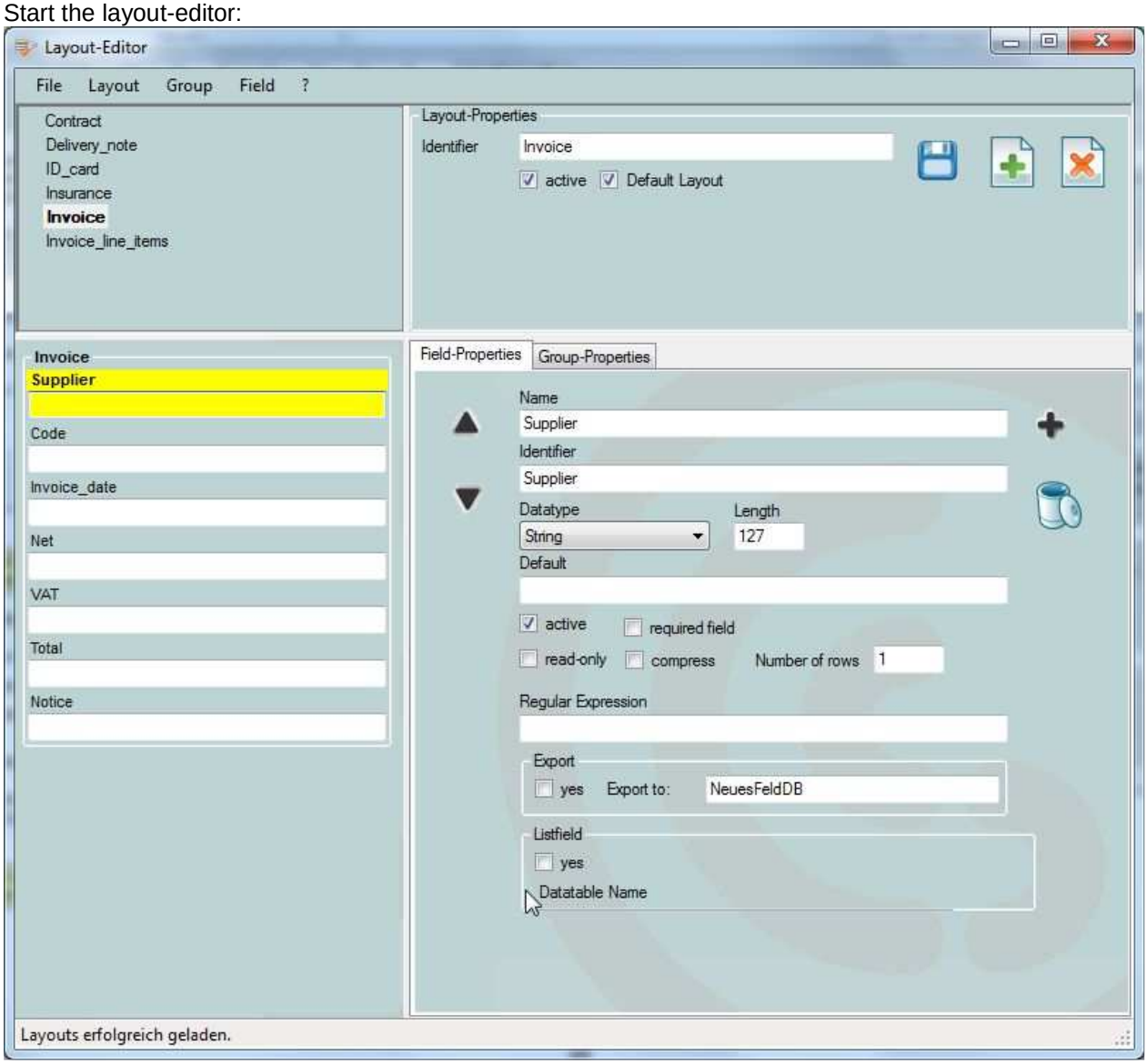
Each layout consists at least of one group with at least one field

Layouts are built as follows: create a new layout and name it. Then define at least one group and specify it. Then define the fields in each group. Then you can add additional layouts, groups and fields as you need.

Notice: to activate a layout you have to save the layout in the layout database (menu: “File \ Create database”). Then you can use the layout in ClickReader to capture documents.

7.2.1. How to create a new layout

Start the layout-editor:



The layout editor will show up with the layout that stands first in the list of existing layouts (alphnumeric sequence).

When you create a new layout the default will automatically switch to the new layout.

The screen window is structured as follows:

Task bar	
List of all defined layouts	Properties of the actual layouts
Fields and groups of the actual layout	Properties of fields and groups of the actual layouts
Status line	

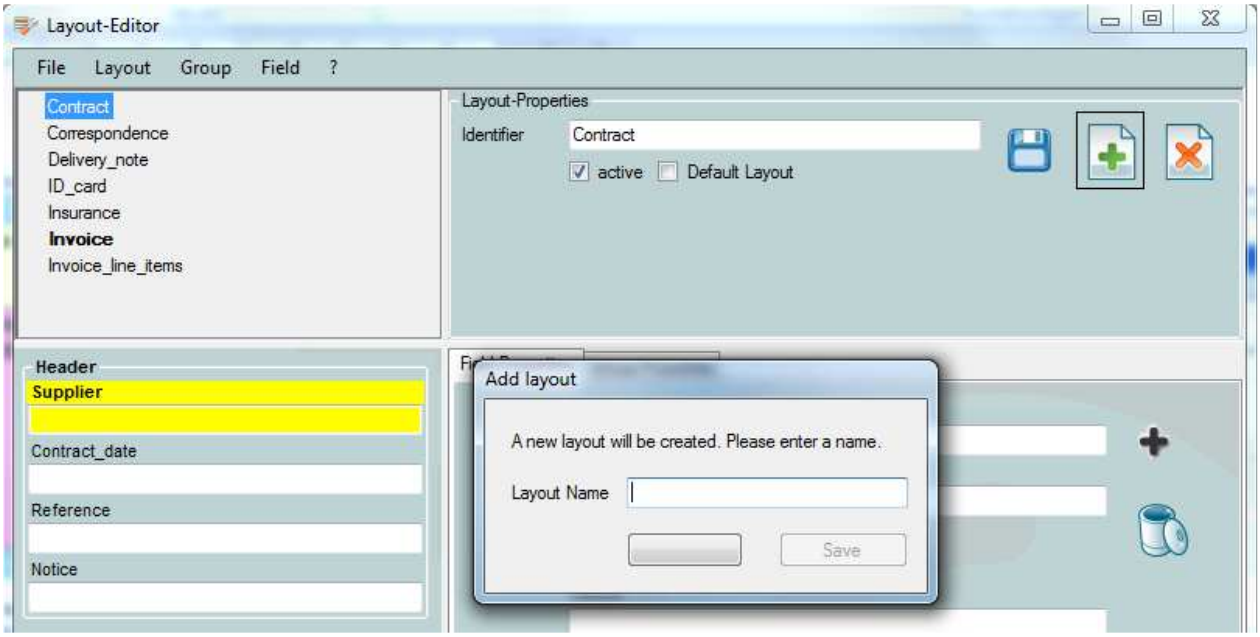
Starting the layout-editor you'll find the default layouts "Invoice" and "Delivery note". They are already in the layout Database saved and can be immediately used by ClickReader.

To create a new layout you have different possibilities:

- Start with a new and empty layout via the button or the menu:" **Layout / Add Layout**"
- Start with a layout template and modify it later (via the menu: "**Layout / Add Layout (Template)**"
- Copy an existing layout and modifiy it afterwards (via the menu: "**Layout / Copy Layout"**)

Create a new and empty layout:

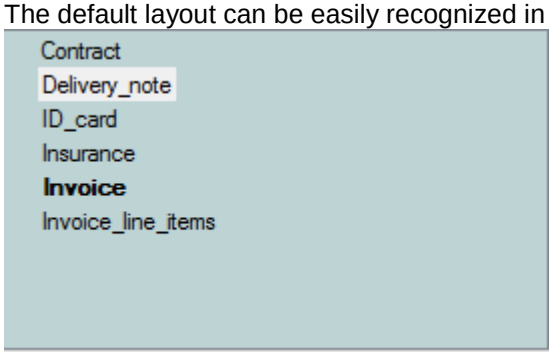
To create a new layout press the button in the section "Properties of the current layout" (top right) or start via the menu "Layout / Add Layout". The complete screen window will be refreshed and a sub window is shown where you have to type the name of the new layout:



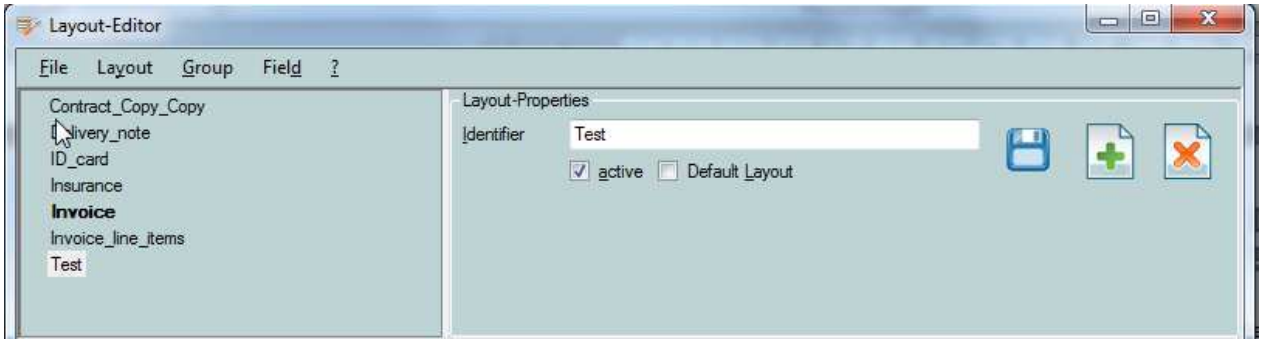
The checkbox “active“ sets whether this layout will occur in the ClickReader window screen or not. By this you can decide which of your layouts you currently want to use without deleting them in the layout-editor or the layout-Database.

The Checkbox “Default Layout“ sets whether this layout will be the coming up layout in ClickReader, i.e. whether this will be the layout which you will first see in the ClickReader window screen. This setting will always change to the layout which has been ticked as default layout at last.

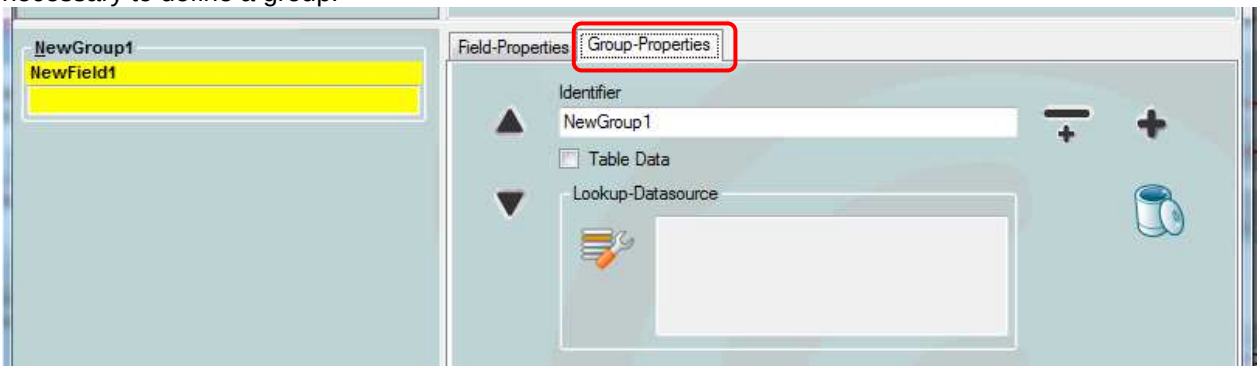
The default layout can be easily recognized in the list of layouts. It is written in bold:



If you want to save your selections and properties of the new layout just press the button (or choose the menu: “File / Save”). Then you see the name of your new layout in the layout list on the left side:



In the next step the group properties have to be defined. Especially for line items (table data) it is necessary to define a group.

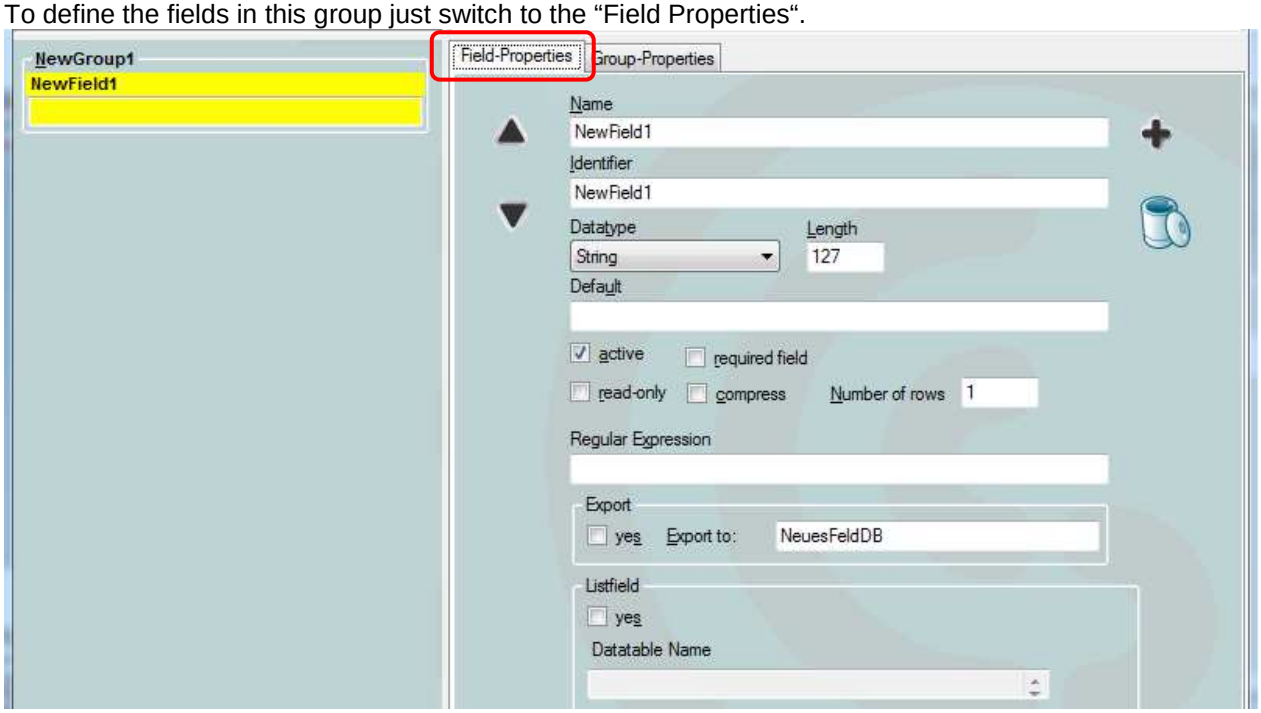


Type the group name in the identifier field (default: NewGroup1) and decide at the checkbox „Table Data“ whether this group shall be used for capturing position lines in table data (e.g. in invoices). During capturing with ClickReader you can dynamically open this group as often as you need it.

Through the “LookUp Datasource” you define from which Database you like to include LookUp Data (via CSV, XML or SQL).

The 5 bigger buttons allow you to position/move this group inside your layout. At this moment they have no relevance because there is only one Group existing.

To define the fields in this group just switch to the “Field Properties“.



The meanings of the properties are:

Name ((Default: NewField1)	Field name for the Database (has to be ONE word, if necessary use underscores as blanks. The name “Date” is not allowed here, if necessary use a double word and underscore as blank).
Identifier (Default:NewField1)	Field identifier as shown in ClickReader window screen.
Datatype (String)	String, Reference, Date, Float, Boolean, Integer
Length (127)	Max. number of characters that can be captured in this field.
Default (empty)	Default input for this field
Number of rows (2)	Specifies the number of rows fort his field in the ClickReader window screen. .

The Checkboxes define:

Active	Whether this field shall be shown in the ClickReader window screen.
Required field	Whether this field is a mandatory field
Read only	Whether this field can be filled by the user or only automatically by a LookUp-Database.
compress	Whether all spaces at the beginning end at the end of the captured sequence shall be automatically eliminated.

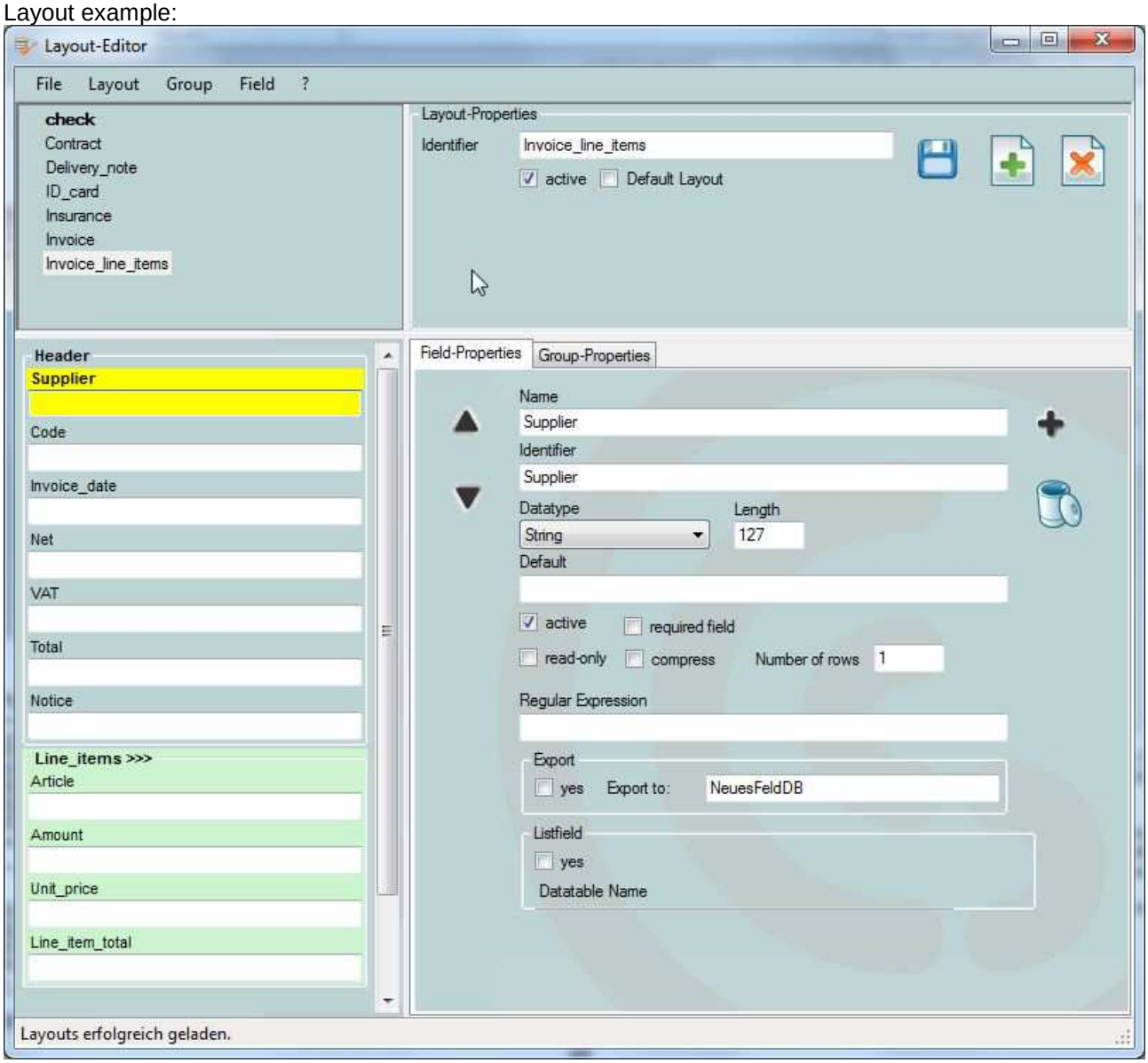
The input field “regular Expression“ specifies any regular expression to put more control on the input and enhance the quality of capturing.

In the “export “frame you define whether the captured value/information in this field shall be copied to another field in the database.

The frame “Listfield“ defines whether this field shall be filled via a LookUp-Database.

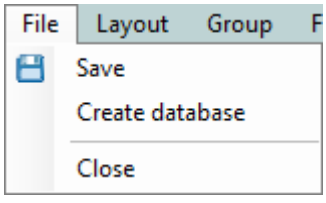
Now you have already defined the shortest layout that is possible; it contains one group with one field. Now you can add more field and groups. Via the buttons you move this field up- or downwards, via you erase this field and with you add a new field.

Layout example:



In the example a new group “Position“ has been defined as Table Date, so that you can later during the capturing phase dynamically open this group again and again (those kind of groups always have green colour background).

To process a layout in ClickReader you have to do two more steps: save the layout definitions and then create a new database. Both functions you find in the menu:



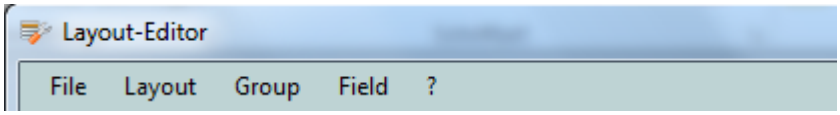
Having done so you can process new documents and batches with the new layouts.

7.2.2. Functions

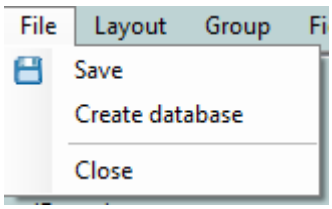
Layout-Editor is comprised of the following functions (fields highlighted with a green background can be selected using buttons)

Level 1	Level 2	Level 3
File	Save	
	Create database	
	Close	
Layout	Current layout as 'default'	
	Refresh	
	Add Layout	
	Add Layout (Template)	
	Copy Layout	
	Delete Layout	
Group	Add Group	Split Current Group
		Add New Group
	Move Group	Move Up
		Move Down
	Delete Group	
Field	Add Field	
	Move Field	Move Up
		Move Down
	Delete Field	
?	Help	
	Info	

The main menus in ClickScanner are:



7.2.3. File (Layout-Editor)



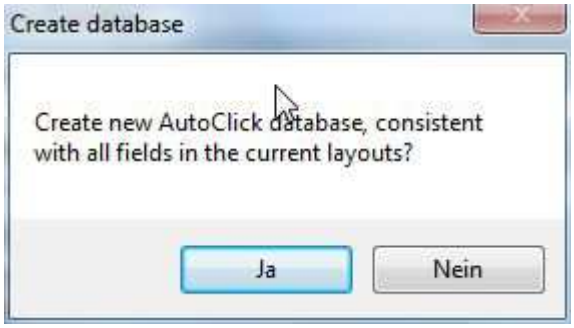
Save

The "**File / Save**" function saves the current layout. The function does not create any fields or definitions in the Database. The view will be automatically refreshed.

Attention: The function "Save" just saves the properties. It does not create fields in the database what is necessary for capturing with ClickReader. To create or refresh the necessary database use the "File / Create DB" function.

Create database

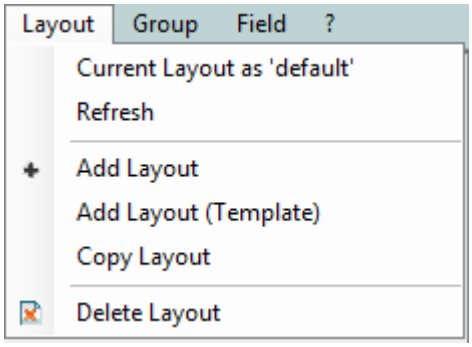
The „**File / Create database**" function closes the application Layout-Editor. All properties and definitions are saved in the database and can be used in the capturing process. Before action you will be asked:



Close

The "**File / Close**" function closes the application Layout-Editor. All new definitions and properties will be lost and cannot be used in the capturing process.
Leaving the application there is last interrogation whether you want to save the changes or not:

7.2.4. Layout (Layout-Editor)



Current layout as ‘default’

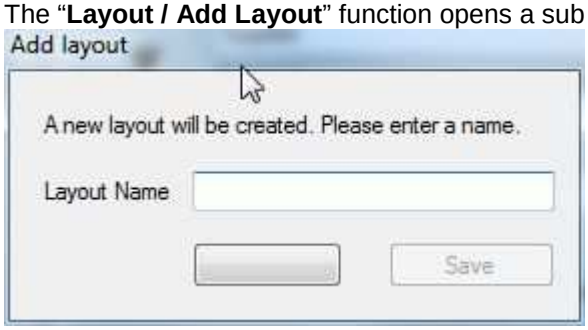
The “**Layout / Current layout as ‘default’**“ function changes the tick in the checkbox ‘default layout’ to the current open layout.

Refresh

The “**Layout / Layout Refresh**“ function refreshes the view of Layout-Editor. It makes no savings and does not create any fields in the database.

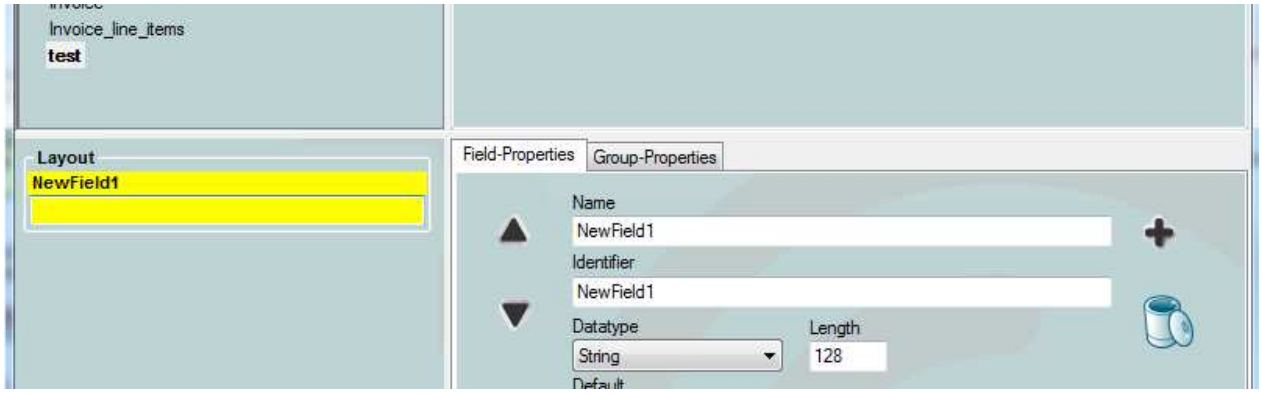
Add Layout

The “**Layout / Add Layout**” function opens a sub window:



Here you type the name of the new layout and confirm or abort.

Having confirmed the layout editor creates a new layout with one default group ‘layout’ and one default field ‘NewField1’:



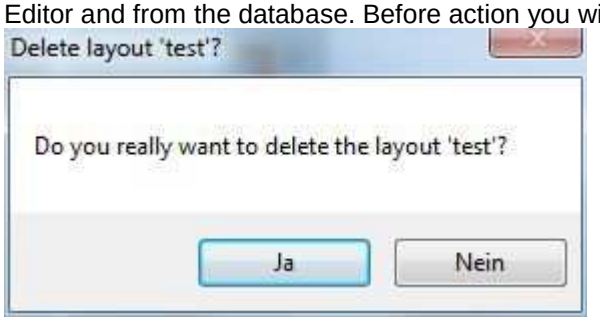
Add Layout (Template)

The “**Layout / Add Layout (Template)**“ function creates a new layout called “Vorlage” according to a sample which can be modeled by the user. The device of the sample is: “C:\Programme(x86)\One Click Solutions\ClickReader\LEd\Templates\Template.cly”.

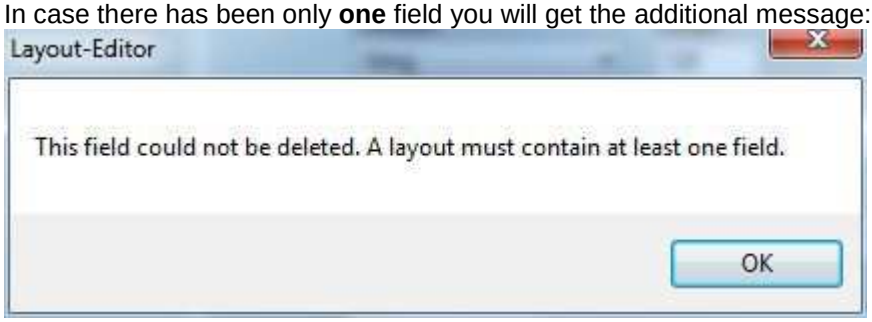
Copy Layout

The “**Layout / Copy Layout**“ function copies the current layout and calls it “xyyz_Kopie”. It has the same properties as the original. It can be modified as any other layout..

Delete Layout
The "**Layout / Delete Layout**" function deletes the current layout from the list of layouts in the Layout-Editor and from the database. Before action you will be asked:

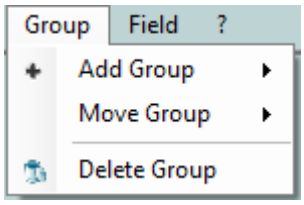


In case there has been only **one** field you will get the additional message:



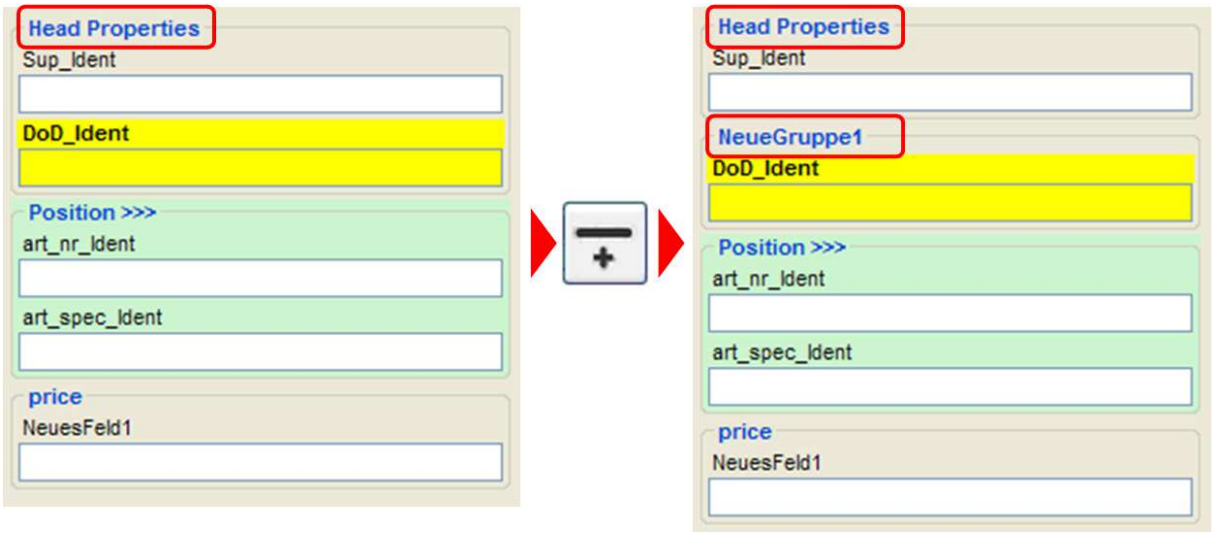
Attention: this function deletes the current layout and all its properties. The layout cannot be called back and the layout is not any longer available in the capturing process.

7.2.5. Group (Layout-Editor)



Add Group / Split Current Group
The "**Add Group / Split Current Group**" function splits the current group above the current field. The new Group is named with a default name ("NeueGruppe1" or "NeueGruppe2" …). The new group has the same properties as the origin one and it can be modified as any other group.

Important: If two groups shall be put together, the fields of one group have to be moved (up or down) into the other group. Moving the last field the "empty" group will be deleted automatically.



Add Group / Add New Group

The „**Add Group / Add New Group**“ function creates a new group which will be placed below the current field. Using the buttons the group can be placed anywhere else in the layout.

Move Group

This function moves a group to any position in a layout. The following Move functions exist:

- Move up
- Move down

Delete group

The “**Group / Delete Group**” function deletes the current group (one of the fields in this group is highlighted yellow). There is a safety interrogation before execution.

Attention: this function deletes the current group and all its properties. The group cannot be called back and the group is not any longer available in the capturing process.

7.2.6. Field (Layout-Editor)

Add Field

The „**Field / Add Field**“ function creates a new field which will be placed below the current field. Using the buttons the new field can be placed anywhere else in the layout.

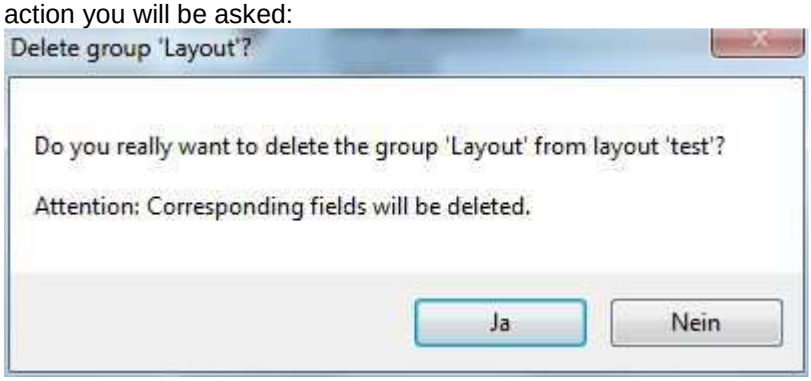
Move Field

This function moves a field to any position in a layout. The following Move functions exist:

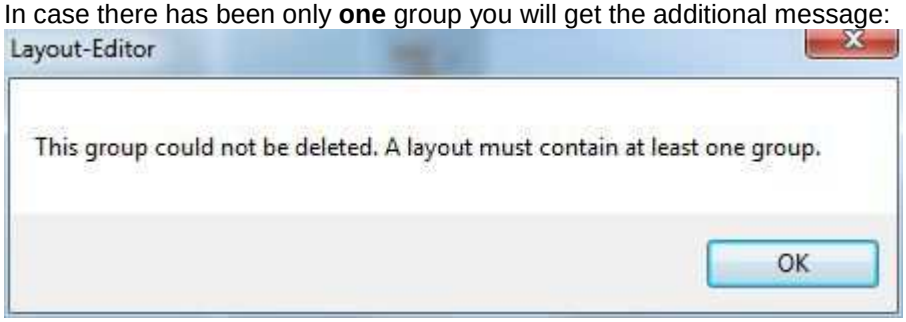
- Move up
- Move down

Delete Field

The "**Field / Delete Field**" function deletes the current field (the field is highlighted yellow). Before action you will be asked:


Delete group 'Layout'?
Do you really want to delete the group 'Layout' from layout 'test'?
Attention: Corresponding fields will be deleted.
Ja
Nein

In case there has been only **one** group you will get the additional message:



Attention: this function deletes the current field and all its properties. The field cannot be called back and the field is not any longer available in the capturing process.

7.2.7. ? (Layout-Editor)

Help

The "**? / Help**" function opens the application's help system.

Info

The "**? / Info**" function displays the version numbers for the Layout-Editor.

7.2.8. Buttons (Layout-Editor)

In this chapter all available buttons of the Layout-Editor application will be described. There are buttons to modify

- the Layout properties
- the Field properties
- the Group properties

Buttons Layout properties

Save
The button saves he current layout without modifying/refreshing the database.
Function "File / Save"

Add layout
The button adds a new layout.
Function "Layout / Add Layout"

Delete Layout
The button deletes the current layout. Before execution there is a safety interrogation.

Attention: this function deletes the current layout and all its properties. The layout cannot be called back and the layout is not any longer available in the capturing process.

Buttons Field properties

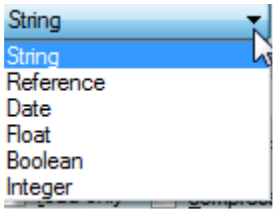
Add Field
The „**Field / Add Field**“ function creates a new field which will be placed below the current field.
Function "Field / Add Field"

Delete Field
The button deletes the current field. Before execution there is **no** safety interrogation.

Attention: this function deletes the current field and all its properties. The field cannot be called back and the field is not any longer available in the capturing process.
.

Move up
The button moves the current field one position up.
Function "Field / Move Up"

Move down
The button moves the current field one position down.



Listbox Datatype
Here you can choose the datatype for the current field (e.g. ‘amount’ >> Float, ‘Notice’ >> String).

Buttons Group properties

Split Current Group
The button splits the current group above the current field. The new group has the same properties as the origin one and it can be modified as any other group.
Function "Group / Add Group / Split Current Group"

Add New Group
The button creates a new group which will be placed below the current field.
Function "Group / Add Group / Add new Group"

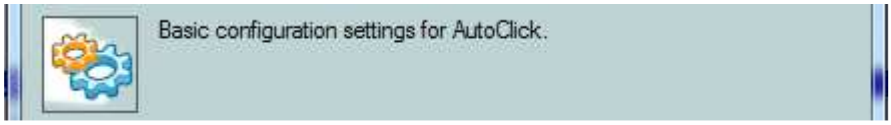
Delete Group
The button deletes the current Group from the list of Groups in the Layout-Editor and from the database. Before execution there is a safety interrogation.
Function "Group / Delete Group"

Attention: this function deletes the current group and all its properties. The group cannot be called back and the group is not any longer available in the capturing process.

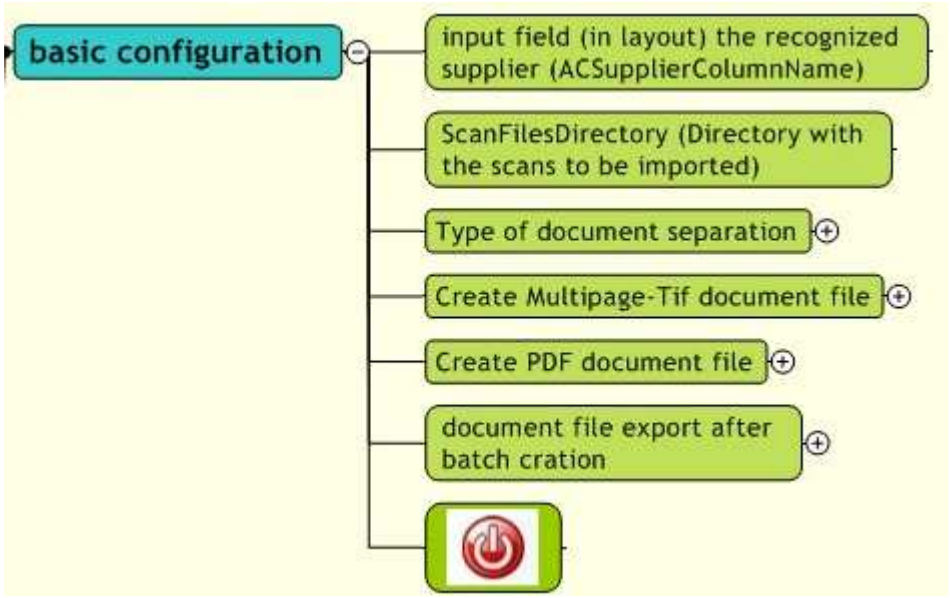
Move Group / Move Up
The button moves a field one position up.
Function "Group / Move Group / Move up"

Move Group / Move Down
The button moves a field one position down.
Function "Group / Move Group / Move Down"

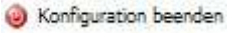
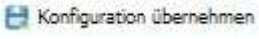
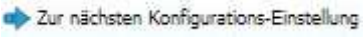
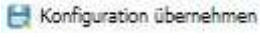
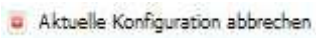
7.3. Basic configuration settings for ClickReader



You will be navigated through the following settings (there is no exit possibility in between):


basic configuration
input field (in layout) the recognized supplier (ACSupplierColumnName)
ScanFilesDirectory (Directory with the scans to be imported)
Type of document separation
Create Multipage-Tif document file
Create PDF document file
document file export after batch cration

You navigate the menu via the following buttons:

button	explanation / action	statusline
	Exit of the section “configuration“. All settings made which have not been saved will be lost.	 Konfiguration beenden
	All settings made will be saved and are available imediately.	 Konfiguration übernehmen
	Button returns to previous setting.	Zurück
	Button navigates to the next setting.	 Zur nächsten Konfigurations-Einstellung
	Button confirms a single or multiple choice or indicates the end of a settings path.	 Konfiguration übernehmen
	Button quits the aktual settings and returns to the main menu where you have to decide whether you want to save the settings made or exit the coniguration without saving.	 Aktuelle Konfiguration abbrechen
	Just in main menu „configuration“: the button leads one level back.	Zurück

7.3.1. Factory settings

ClickReader will be delivered with the following factory settings:

Notice: the factory settings restored by deleting the configuration file „OneClickSettings.ini“ in the sub installation directory („C:\One Click Solutions\ClickReader\Cfg\OneClickSettings.ini“). By next opening of the batch creation function a new “OneClickSettings.ini” with the factory settings will be generated.

Default Scan-directory for automatic batch creation (Directory where the image files are imported from): „C:\Programme\One Click Solutions\ClickReader\CFG\Auto\Scans“.

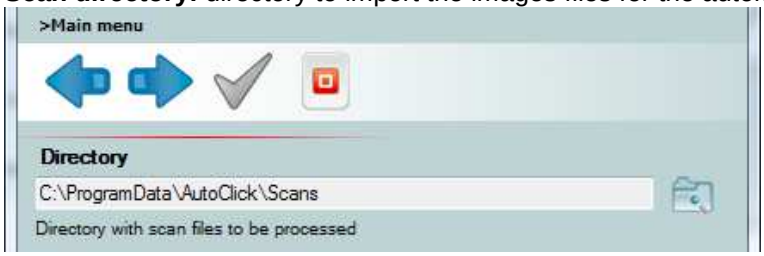
Default created batch directory for automatic batch creation (Directory where the created batches are exported to) „C:\Programme\One Click Solutions\ClickReader\CFG\Auto\Batch“.

Default export directory for automatic batch creation (Directory where the export files are exported to): „C:\Programme\One Click Solutions\ClickReader\CFG\Export“.

Default Scan directory for manual batch creation (Dierectory where the image files are imported from): „C:\Programme\One Click Solutions\ClickReader\CFG\Manu“.

Default Scan examples Beispiele for manual or automatic batch creation (Directory for image files examoles): „C:\Programme\One Click Solutions\ClickReader\CFG\Scans“.

Scan directory: directory to import the images files for the automatic batch creation

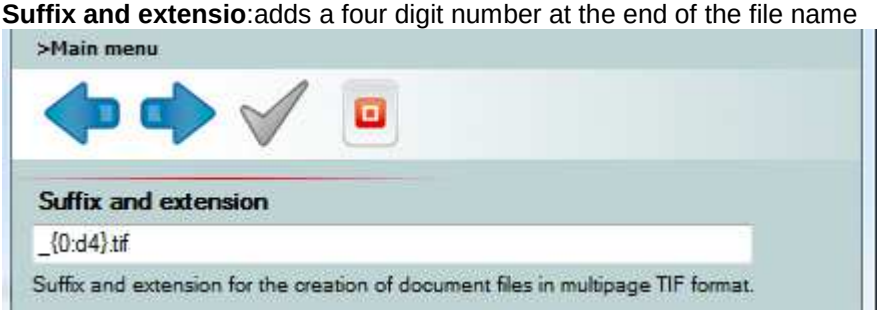


Document separation: separator sheet (plane sheet between documents)

>Main menu
Type of document separation
Document separation by File
Document separation by Barcode
Document separation by separator sheet
Document separation by keyword
Please choose the type of document separation.

Create multipage-TIF document files as output

Suffix and extensio:adds a four digit number at the end of the file name

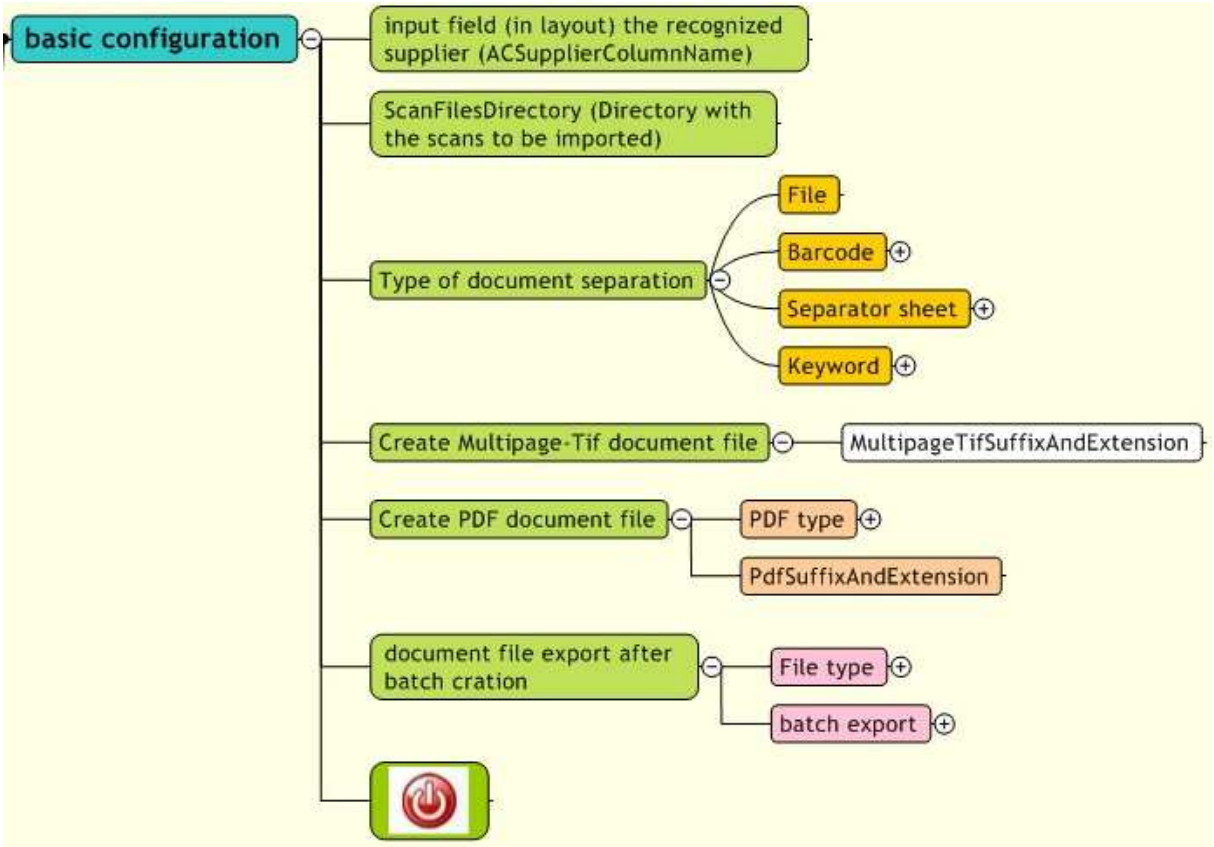


Create Pdf document files as output: no

Automatically export document files during batch creation: no

>Main menu
Automatically export document files during batch creation
Automatically export
Automatically export document files during batch creation

7.3.2. User guidance



Through all listed menus will guided sequential. In each sub menu settings or/and decisions have to be made. There is no exit inbetween.

Layout field to save the recognized supplier

Layout field which will be filled by the trained supplier.

Possible selections

- proceed to next menu
- exit „configuration (modified settings will not be saved).

Directory of scans

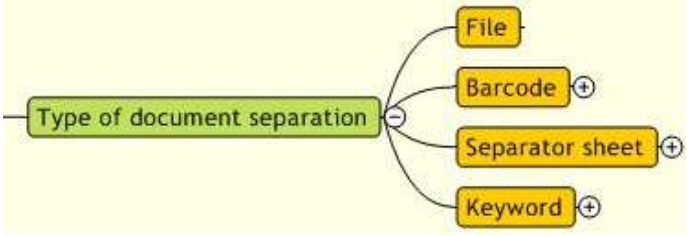
Directory path where the automatic batch creation will import the scans from. The path has to be a accesable directory (Default: „C:\Programme\One Click Solutions\ClickReader\CFG\Auto\Scans“).

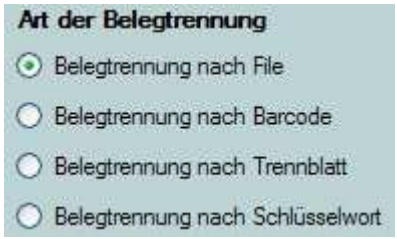
Possible selections

- proceed to next menu
- exit „configuration (modified settings will not be saved).

Document separation

In first step you have to select which criteria will be used for document separation (single choice):





The configuratione will navigate only through the selected path. At the end of the path it will continue with “Create multipage-Tif document files“.

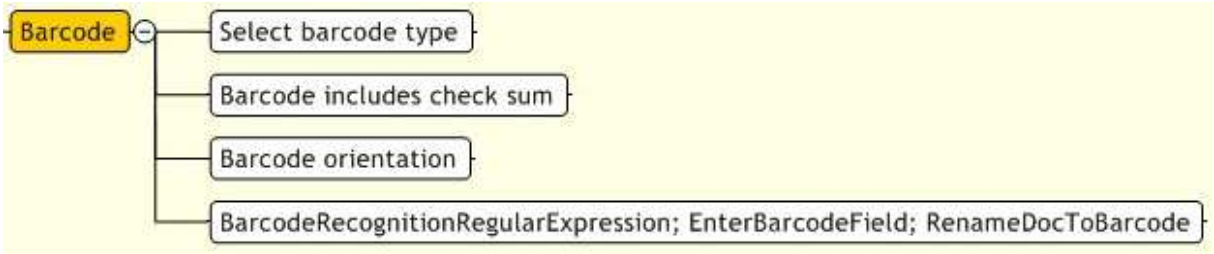
Possible selections

- back to last setting.
- confimration to proceed settings (single choice). If you e.g. select „separator sheet“ the settings for „file“, „barcode“ and „keyword“ will not be shown).
- exit „configuration (modified settings will not be saved).

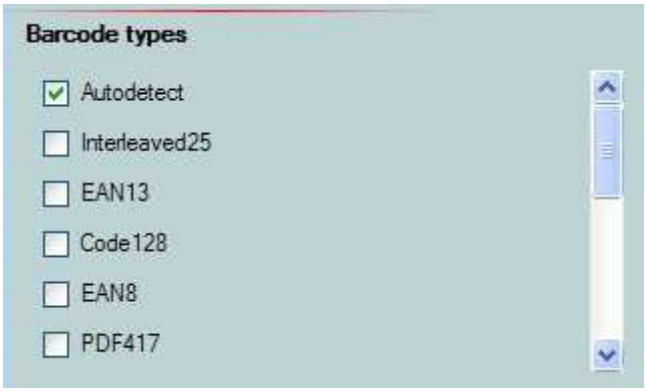
The different paths are as follows:

File: each image file contains exact one document. So no further setting has do be made at this state and the configuration continues with “Create multipage-Tif document files“.

Barcode: The navigation leads sequential to the following settings:



1. Barcode types: multiple selection choice. With „Autodetect“ ClickScanner will decide by itself:



Possible selections:

- back to previous setting
- proceed to next setting
- exit „configuration (modified settings will not be saved).

2. Barcode has to contain a check sum: yes/no.

Possible selections:

- back to previous setting

- proceed to next setting
- exit „configuration (modified settings will not be saved).

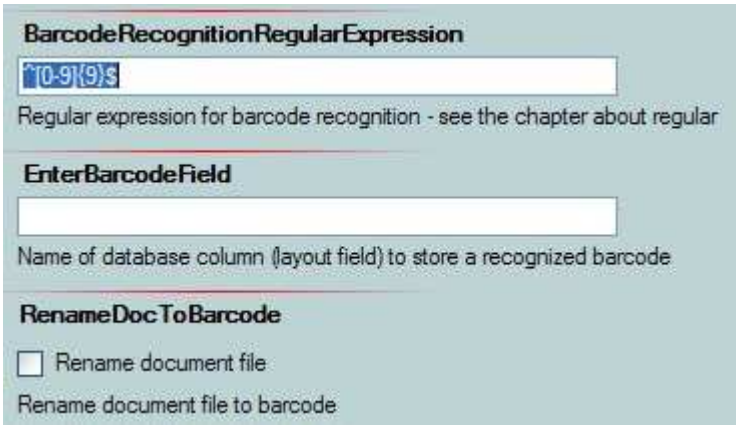
3. Barcode orientation; in which direction should the barcode be read:

Possible selections:

- bach to previous setting
- proceed to next setting
- exit „configuration (modified settings will not be saved).

4. further settings:

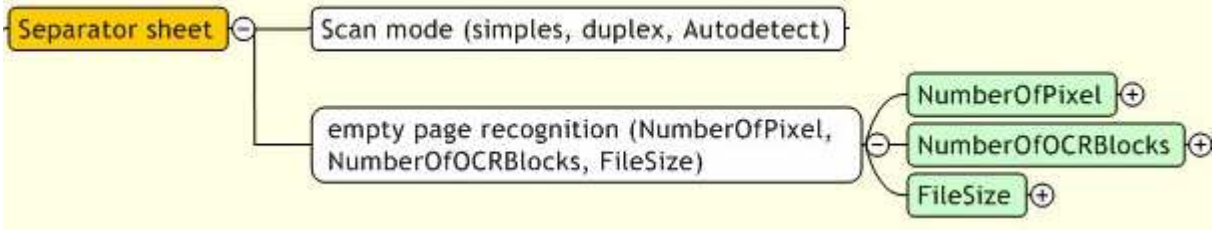
- Definition of a regular expression of the barcode has to be (for regular expressions see separate chapter).
- field name in the layout where the captured barcode will be copied (only for the products ClickReader und ClickReader)
- selection whether the captured barcode will be used as file name.


BarcodeRecognitionRegularExpression
^[0-9]{9}$
Regular expression for barcode recognition - see the chapter about regular
EnterBarcodeField
Name of database column (layout field) to store a recognized barcode
RenameDocToBarcode
Rename document file
Rename document file to barcode

Possible selections:

- back to last setting
- proceed to next setting “Create multipage-Tif document files“.
- exit „configuration (modified settings will not be saved).

Separator sheet: separation by separator sheet. The wizard will proceed sequential to the following settings:

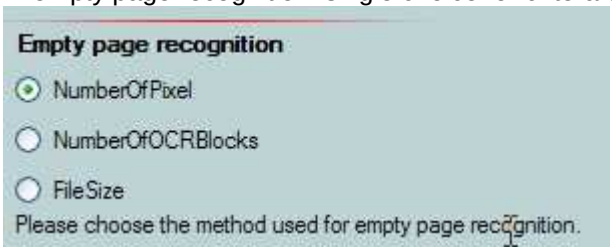


1. Scan-Modus: single choice decision whether the programm will look for single oder double paged scans or decide by itself.

Next possible selections:

- back to previous setting
- proceed to next setting
- exit „configuration (modified settings will not be saved).

2. empty page recognition: single choice for critera of empty page recognition:



Next possible selections:

- back to previous setting
- proceed to next setting
- exit „configuration (modified settings will not be saved).

Further settings detailed:

Number of Pixel

- EmptyPageMaxBlackWhitePercentage: Max. percent (as floating point) of white (or black) pixel on an empty page
- EmptyPageThumbnailScalePercentage: size of Thumbnails for emty page recognition (for number of pixel)

Next possible selections:

- back to previous setting
- proceed to next setting
- exit „configuration (modified settings will not be saved).

- EmptyPageMinWhitePixelBrightness: Min. brightess of white pixel (0 to 255)
- EmptyPageAnalyzeAreaPercent: used size for empty page recognition (for number of pixel)

Next possible selections:

- back to previous setting
- confirmation to go to the next setting
- exit „configuration (modified settings will not be saved).

Number of OCR Blocks

- EmptyPagesMaxBlocks: Max. number of text blocks to detect an empty page

Next possible selections:

- back to previous setting
- confirmation to go to the next setting
- exit „configuration (modified settings will not be saved).

File Size

- EmptyPageMaxFileSize: Max. file size in bytes to detect an empty page:

Next possible selections:

- back to previous setting
- confirmation to go to the next setting
- exit „configuration (modified settings will not be saved).

Keyword: documents will be separated by the defined keyword. The keyword has to be unique and should not occur somewhere else in a document (otherwise the document will be separated there as well).

Next possible selections:

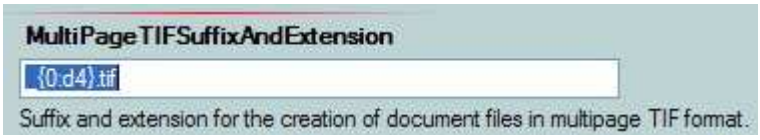
- back to previous setting
- confirmation to go to the next setting
- exit „configuration (modified settings will not be saved).

Create Multipage-Tif

Next possible selections:

- back to previous setting
- confirmation to go to the next setting
- exit „configuration (modified settings will not be saved).

Further settings:
- MultiPageSuffixAndExtension: based on a regular expression you define how the end of the file name will be extended (e.g. continously counting of a four sized number). Additionally you specify the filename extension (e.g. .tif). In case of the setting 'RenameDocToBarcode=True' you have to choose '.tif' (see last setting in section „Barcode“).

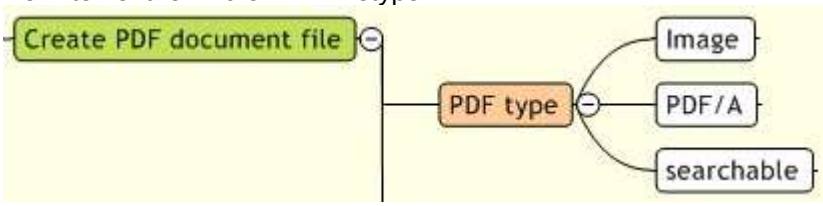

MultiPageTIFSuffixAndExtension
{0:d4}.tif
Suffix and extension for the creation of document files in multipage TIF format.

Next possible selections:

- back to previous setting
- confirmation to go to the next setting
- exit „configuration (modified settings will not be saved).

Create PDF-document files

Definiton of the kind of PDF filetype:



First you decide whether PDF files will be created:

Next possible selections:

- back to previous setting
- confirmation to go to the next setting
- exit „configuration (modified settings will not be saved).

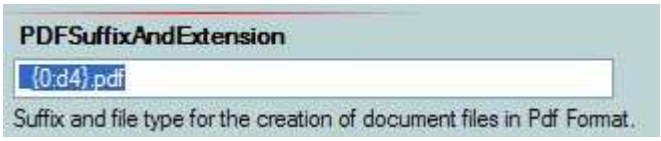
Notice: to create PDF files you need the adequate product licence key!

- PDF type: you can choose between PDF image (pure image file, not searchable), PDF/A (standard) und searchable (complete searchable file:

Next possible selections:

- back to previous setting
- proceed to next setting
- exit „configuration (modified settings will not be saved).

- PDFSuffixAndExtension: based on a regular expression you define how the end of the file name will be extended (e.g. continously counting of a four sized number). Additionally you specify the filename extension (e.g. .tif). In case of the setting 'RenameDocToBarcode=True' you have to choose '.pdf' (see last setting in section „Barcode“).

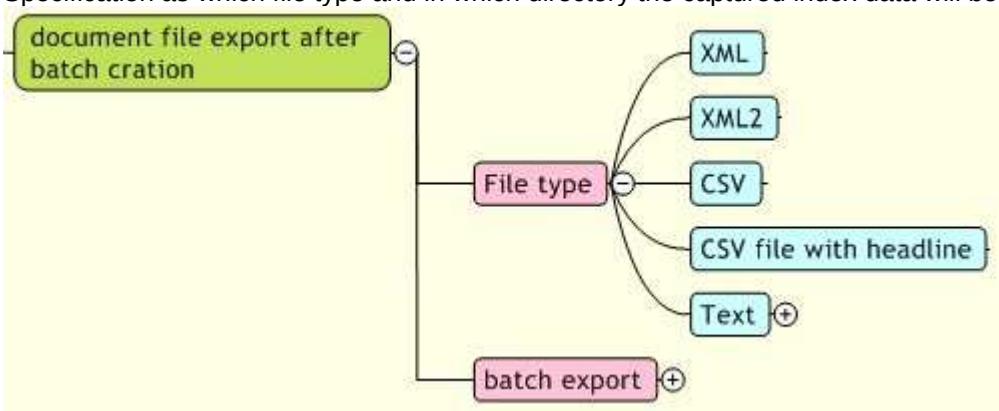


Next possible selections:

- back to previous setting
- confirmation to go to the next setting
- exit „configuration (modified settings will not be saved).

Export of document files

Specification as which file type and in which directory the captured index data will be exported:



In the first setting you have to choose whether document files will be exported.

Next possible selections:

- back to previous setting
- confirmation to go to the next setting
- exit „configuration (modified settings will not be saved).

- File type: multiple choice selection. With the selection „text“ there is a sub menu:

Sub menu with selection „Text“:

Text
ExportBatchToTextFiletype (Dateityp fuer die Dateien mit den Indexdaten bei Export im Textformat)
ExportBatchToTextFormat (Formatierung fuer den Export im Textformat. Bsp.: {0};{1};{2})
ExportBatchToTextFields (Feldliste fuer den Export im Textformat. Bsp.: Name,Nummer,Datum)
ExportBatchToTextTableformat (Formatstring fuer Positionsdaten fuer den Export im Textformat)
ExportBatchToTextTableFields (Feldliste fuer Positionsdaten fuer den Export im Textformat)

Next possible selections:

- back to previous setting
- proceed to next setting
- exit „configuration (modified settings will not be saved).

- Batch export: definition in which directory the export files will be copied. In addition you can define acommand for a programm start another programm and whether fulltext files will be created.

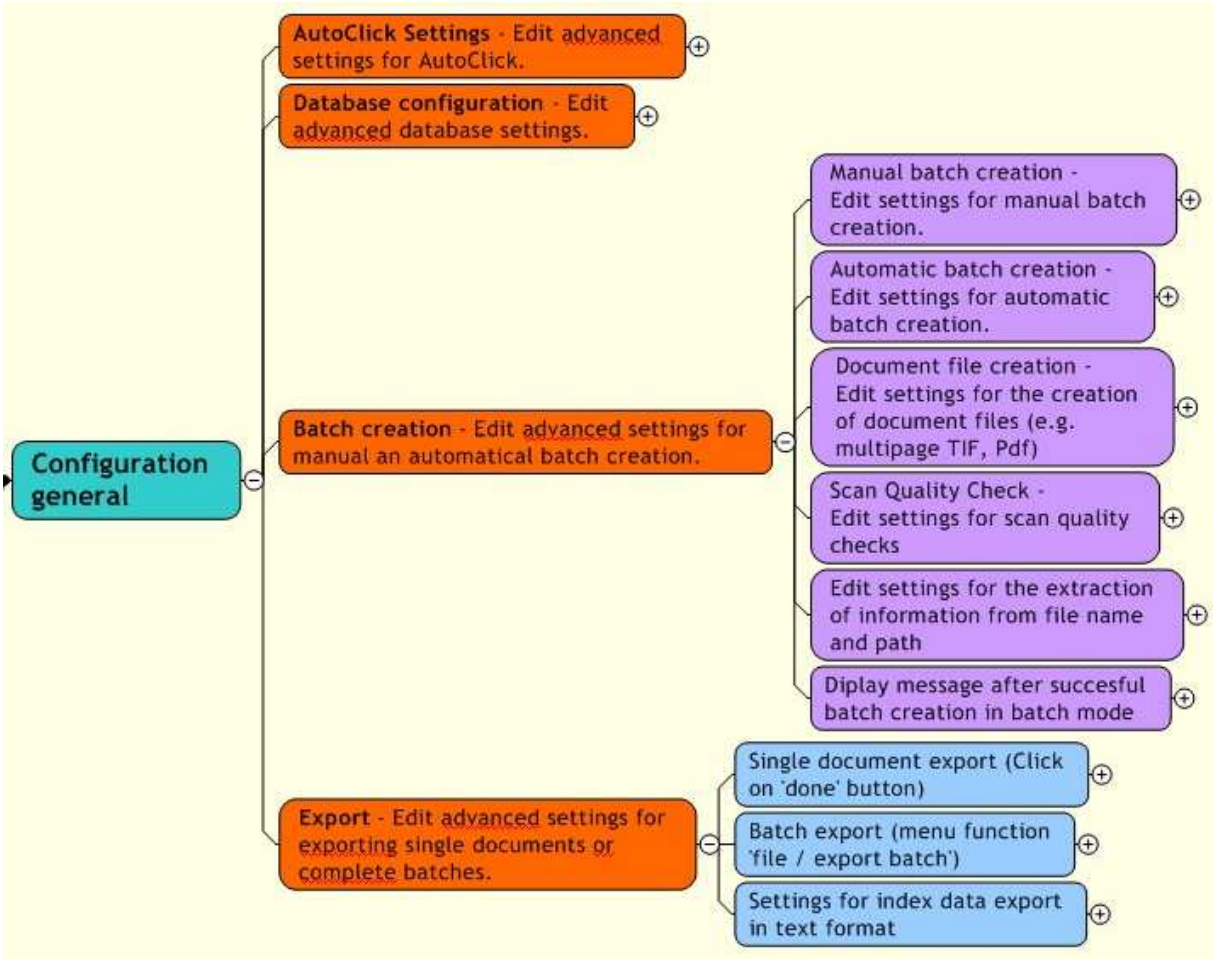
- ExportBatchIndexDirectory: Export directory for index data files
- ExportBatchImageDirectory: Export directory for export document files.Possible wildcards: #Dn#, #Dt#, #Ly#, #Jjj#, #Jj#, #Mm#, #Tt#, #Kw# and ##fieldname##
- ExportBatchPostProcessingCommand; Command which will be executed after the export.
- ExportBatchFulltextFiletype: file type for additional fulltext file export.

Next possible selections:

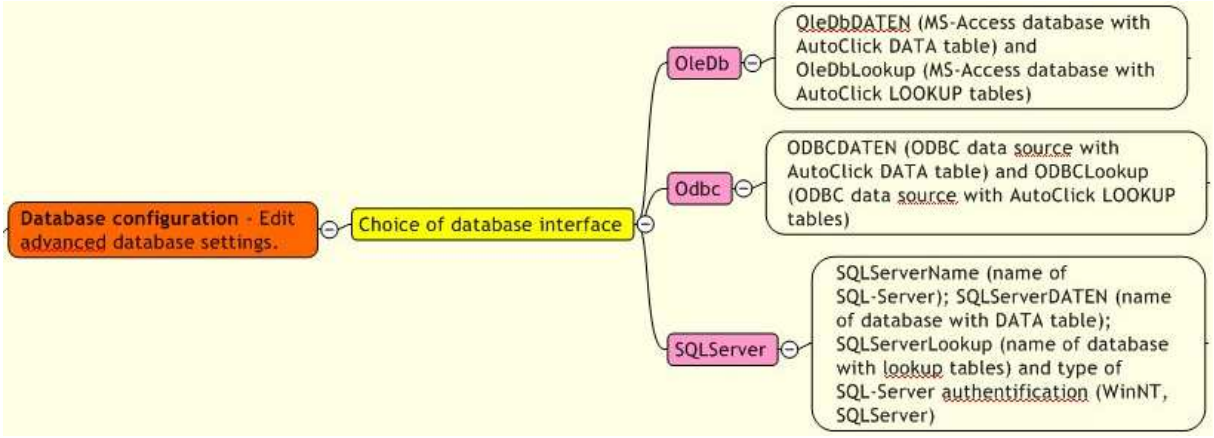
- back to previous setting
- confirmation to go to the next setting

exit „configuration (modified settings will not be saved)

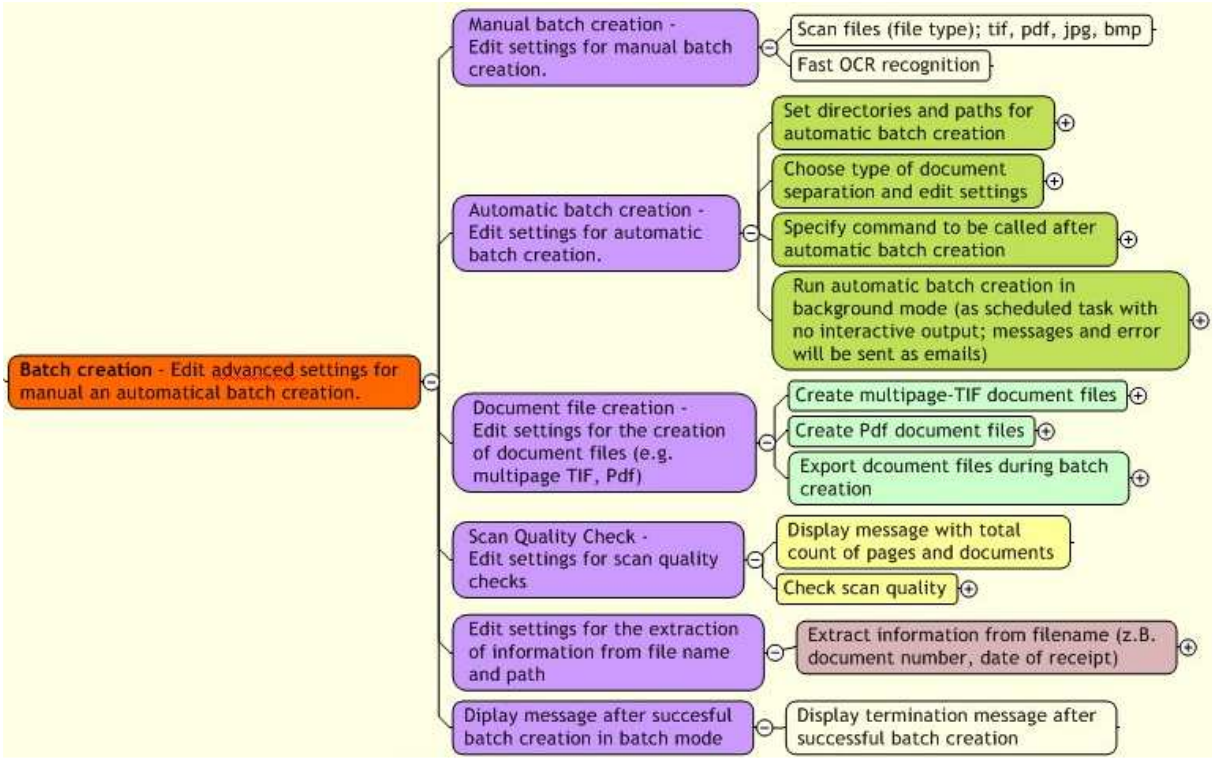
7.4. Complete configuration


Configuration general
AutoClick Settings - Edit advanced settings for AutoClick.
Database configuration - Edit advanced database settings.
Batch creation - Edit advanced settings for manual an automatical batch creation.
Manual batch creation - Edit settings for manual batch creation.
Automatic batch creation - Edit settings for automatic batch creation.
Document file creation - Edit settings for the creation of document files (e.g. multipage TIF, Pdf)
Scan Quality Check - Edit settings for scan quality checks
Edit settings for the extraction of information from file name and path
Diplay message after succesful batch creation in batch mode
Export - Edit advanced settings for exporting single documents or complete batches.
Single document export (Click on 'done' button)
Batch export (menu function 'file / export batch')
Settings for index data export in text format

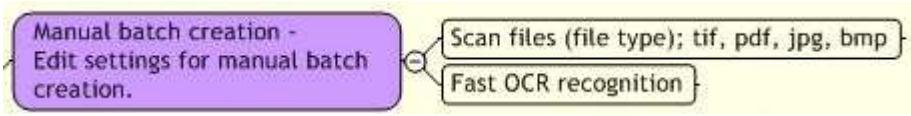
7.4.1. Database configuration


Database configuration - Edit advanced database settings.
Choice of database interface
OleDb
OleDbDATEN (MS-Access database with AutoClick DATA table) and OleDbLookup (MS-Access database with AutoClick LOOKUP tables)
Odbc
ODBCDATEN (ODBC data source with AutoClick DATA table) and ODBCLookup (ODBC data source with AutoClick LOOKUP tables)
SQLServer
SQLServerName (name of SQL-Server); SQLServerDATEN (name of database with DATA table); SQLServerLookup (name of database with lookup tables) and type of SQL-Server authentification (WinNT, SQLServer)

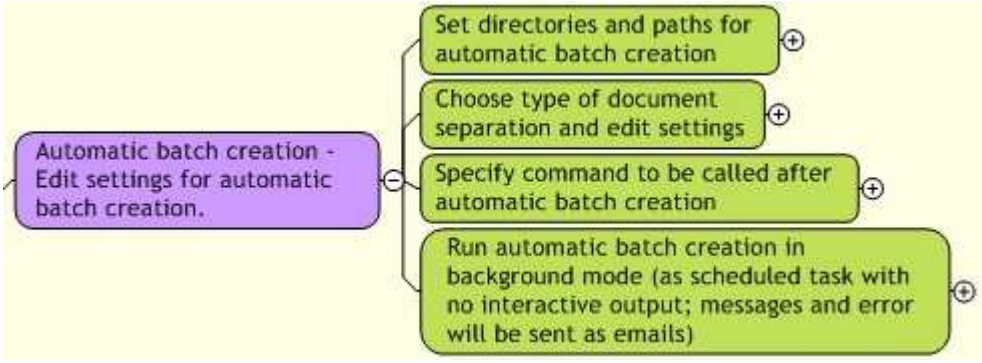
7.4.2. Batch creation


Batch creation - Edit advanced settings for manual an automatical batch creation.
Manual batch creation - Edit settings for manual batch creation.
Scan files (file type); tif, pdf, jpg, bmp
Fast OCR recognition
Automatic batch creation - Edit settings for automatic batch creation.
Set directories and paths for automatic batch creation
Choose type of document separation and edit settings
Specify command to be called after automatic batch creation
Run automatic batch creation in background mode (as scheduled task with no interactive output; messages and error will be sent as emails)
Document file creation - Edit settings for the creation of document files (e.g. multipage TIF, Pdf)
Create multipage-TIF document files
Create Pdf document files
Export dcoument files during batch creation
Scan Quality Check - Edit settings for scan quality checks
Display message with total count of pages and documents
Check scan quality
Edit settings for the extraction of information from file name and path
Extract information from filename (z.B. document number, date of receipt)
Diplay message after succesful batch creation in batch mode
Display termination message after successful batch creation

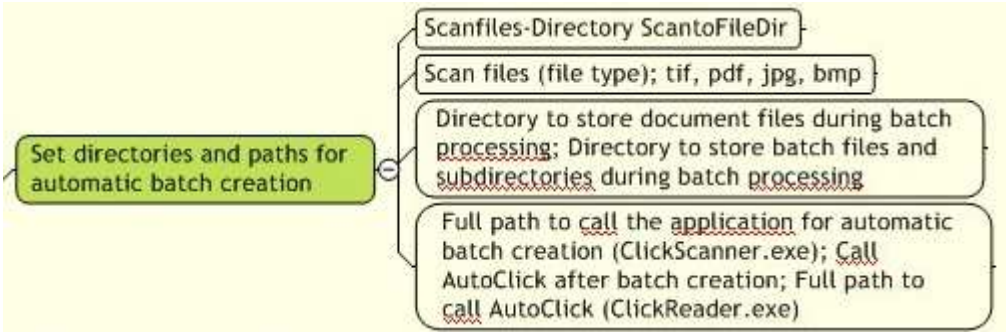
7.4.3. Batch creation / Manual batch creation


Manual batch creation - Edit settings for manual batch creation.
Scan files (file type); tif, pdf, jpg, bmp
Fast OCR recognition

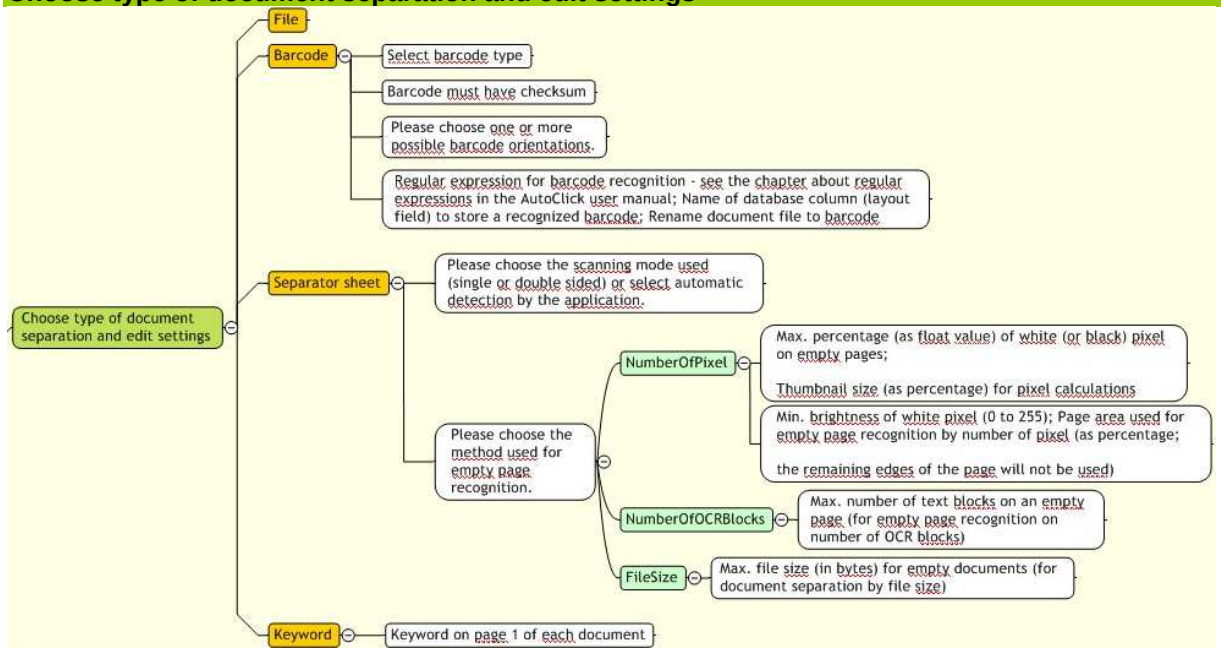
7.4.4. Batch creation / Automatic batch creation


Automatic batch creation - Edit settings for automatic batch creation.
Set directories and paths for automatic batch creation
Choose type of document separation and edit settings
Specify command to be called after automatic batch creation
Run automatic batch creation in background mode (as scheduled task with no interactive output; messages and error will be sent as emails)

Set directories and paths for automatic batch creation

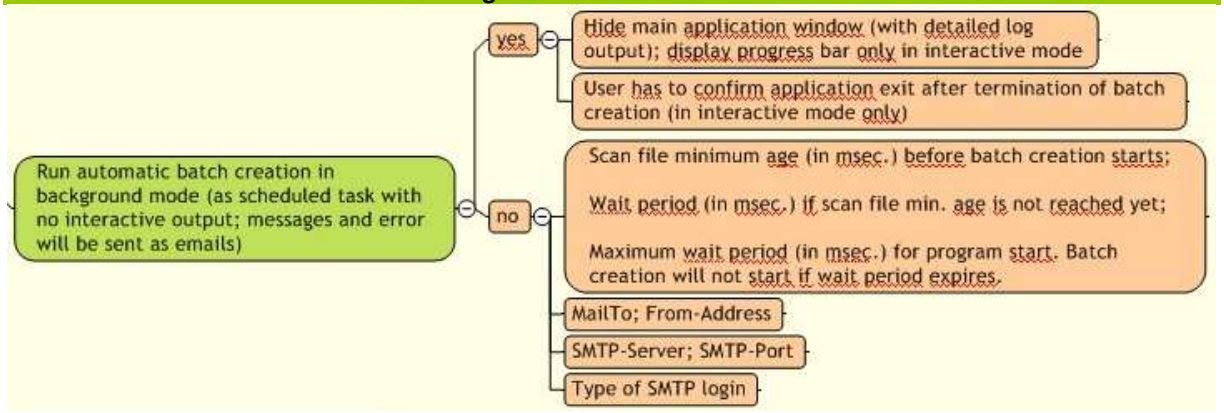

Set directories and paths for automatic batch creation
Scanfiles-Directory ScantoFileDir
Scan files (file type); tif, pdf, jpg, bmp
Directory to store document files during batch processing; Directory to store batch files and subdirectories during batch processing
Full path to call the application for automatic batch creation (ClickScanner.exe); Call AutoClick after batch creation; Full path to call AutoClick (ClickReader.exe)

Choose type of document separation and edit settings

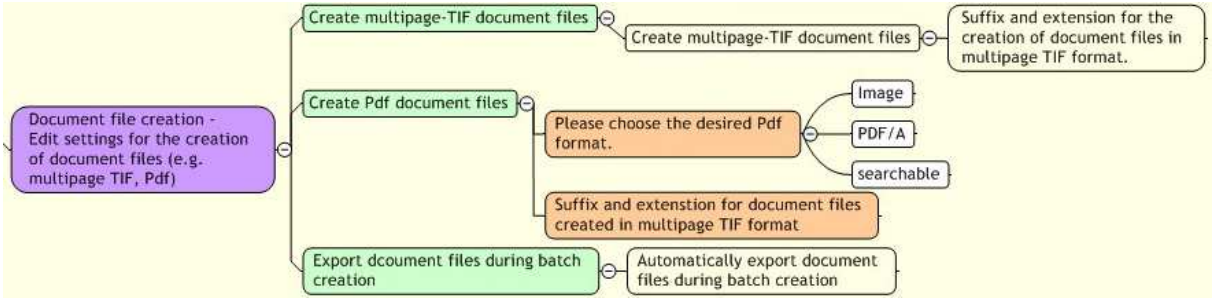

Choose type of document separation and edit settings
File
Barcode
Select barcode type
Barcode must have checksum
Please choose one or more possible barcode orientations.
Regular expression for barcode recognition - see the chapter about regular expressions in the AutoClick user manual; Name of database column (layout field) to store a recognized barcode; Rename document file to barcode
Separator sheet
Please choose the scanning mode used (single or double sided) or select automatic detection by the application.
Please choose the method used for empty page recognition.
NumberOfPixel
Max. percentage (as float value) of white (or black) pixel on empty pages;
Thumbnail size (as percentage) for pixel calculations
Min. brightness of white pixel (0 to 255); Page area used for empty page recognition by number of pixel (as percentage;
the remaining edges of the page will not be used)
NumberOfOCRBlocks
Max. number of text blocks on an empty page (for empty page recognition on number of OCR blocks)
FileSize
Max. file size (in bytes) for empty documents (for document separation by file size)
Keyword
Keyword on page 1 of each document

Specify command to be called after automatic batch creation

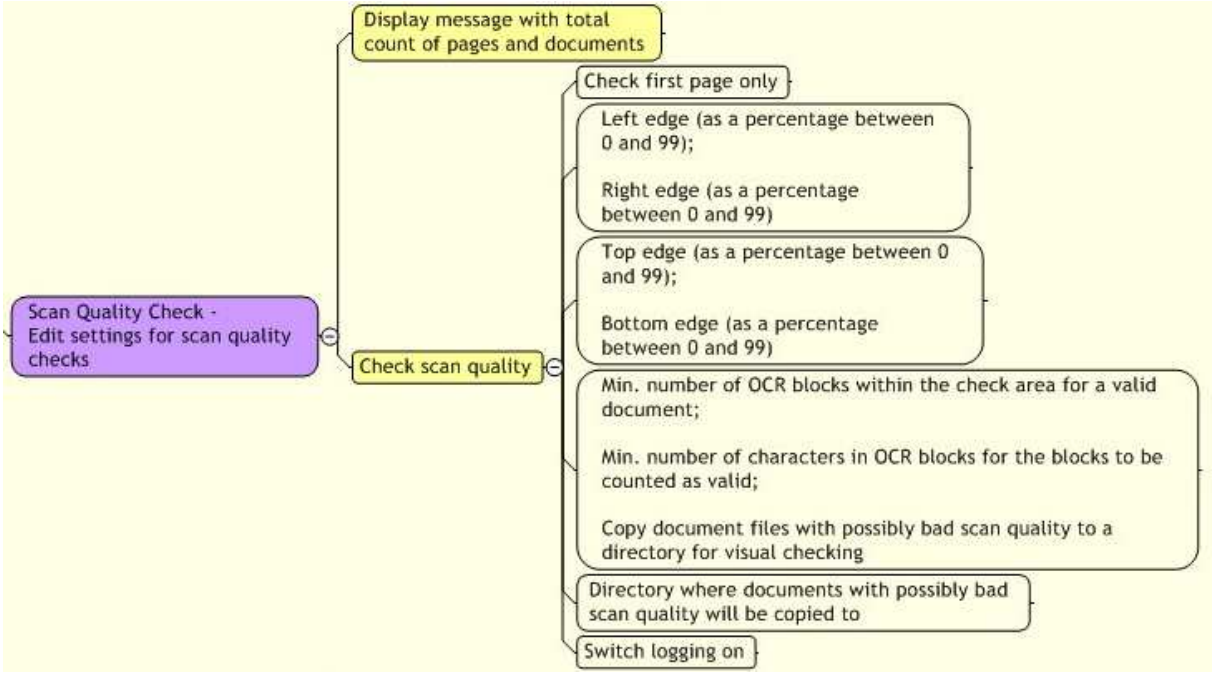
Run automatic batch creation in background mode


Run automatic batch creation in background mode (as scheduled task with no interactive output; messages and error will be sent as emails)
yes
Hide main application window (with detailed log output); display progress bar only in interactive mode
User has to confirm application exit after termination of batch creation (in interactive mode only)
no
Scan file minimum age (in msec.) before batch creation starts;
Wait period (in msec.) if scan file min. age is not reached yet;
Maximum wait period (in msec.) for program start. Batch creation will not start if wait period expires.
MailTo; From-Address
SMTP-Server; SMTP-Port
Type of SMTP login

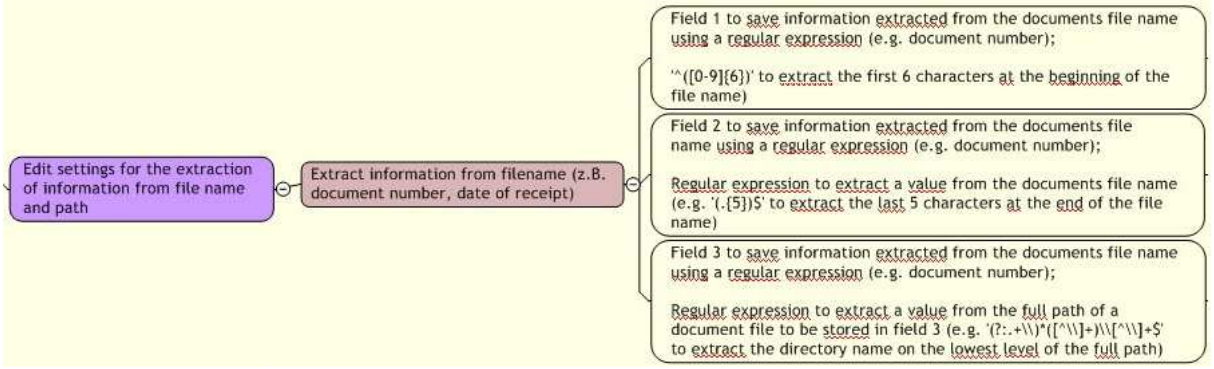
7.4.5. Batch creation / Document file creation


Document file creation - Edit settings for the creation of document files (e.g. multipage TIF, Pdf)
Create multipage-TIF document files
Create multipage-TIF document files
Suffix and extension for the creation of document files in multipage TIF format.
Create Pdf document files
Please choose the desired Pdf format.
Image
PDF/A
searchable
Suffix and extenstion for document files created in multipage TIF format
Export dcoument files during batch creation
Automatically export document files during batch creation

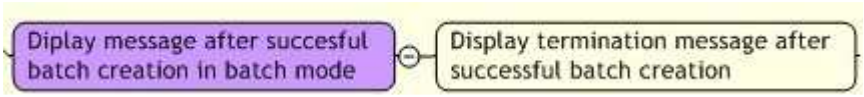
7.4.6. Batch creation / Scan quality check


Scan Quality Check - Edit settings for scan quality checks
Display message with total count of pages and documents
Check scan quality
Check first page only
Left edge (as a percentage between 0 and 99);
Right edge (as a percentage between 0 and 99)
Top edge (as a percentage between 0 and 99);
Bottom edge (as a percentage between 0 and 99)
Min. number of OCR blocks within the check area for a valid document;
Min. number of characters in OCR blocks for the blocks to be counted as valid;
Copy document files with possibly bad scan quality to a directory for visual checking
Directory where documents with possibly bad scan quality will be copied to
Switch logging on

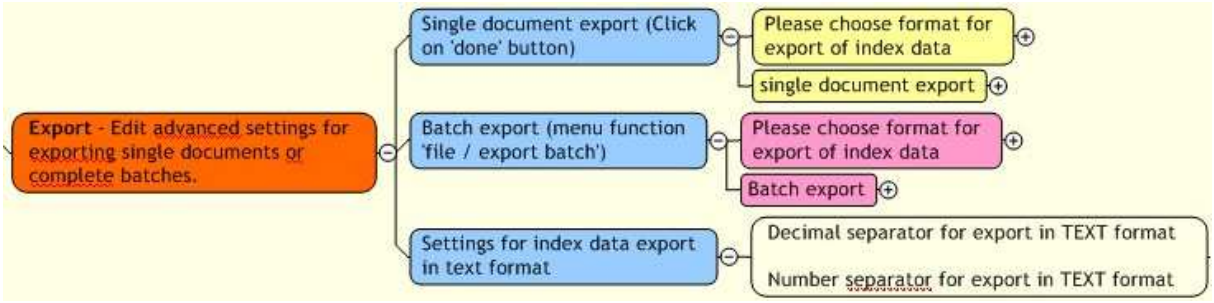
7.4.7. Batch creation / Settings for extraction


Edit settings for the extraction of information from file name and path
Extract information from filename (z.B. document number, date of receipt)
Field 1 to save information extracted from the documents file name using a regular expression (e.g. document number);
'^([0-9]{6})' to extract the first 6 characters at the beginning of the file name)
Field 2 to save information extracted from the documents file name using a regular expression (e.g. document number);
Regular expression to extract a value from the documents file name (e.g. '(.{5})$' to extract the last 5 characters at the end of the file name)
Field 3 to save information extracted from the documents file name using a regular expression (e.g. document number);
Regular expression to extract a value from the full path of a document file to be stored in field 3 (e.g. '(?:.+\\)*([^\\]+)\\[^\\]+$' to extract the directory name on the lowest level of the full path)

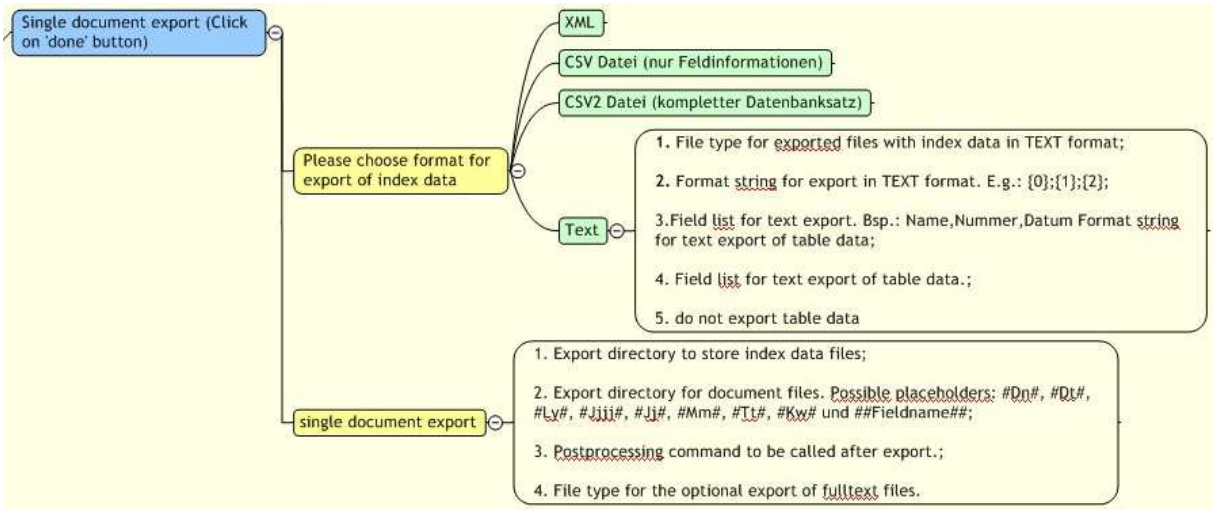
7.4.8. Batch creation / Display message


Diplay message after succesful batch creation in batch mode
Display termination message after successful batch creation

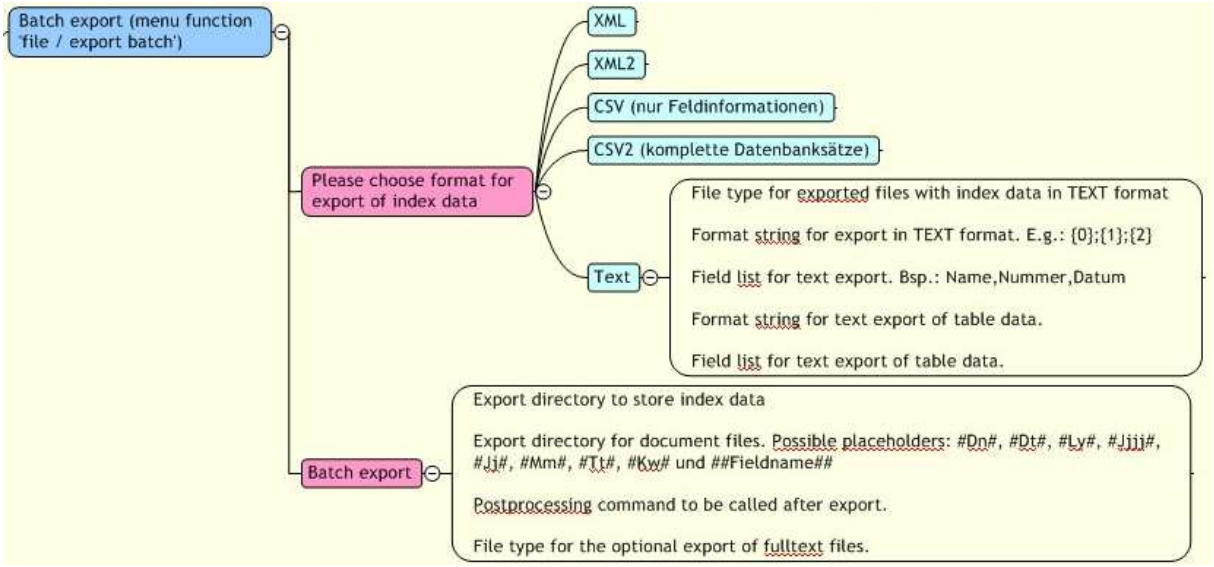
7.4.9. Export


Export - Edit advanced settings for exporting single documents or complete batches.
Single document export (Click on 'done' button)
Please choose format for export of index data
single document export
Batch export (menu function 'file / export batch')
Please choose format for export of index data
Batch export
Settings for index data export in text format
Decimal separator for export in TEXT format
Number separator for export in TEXT format

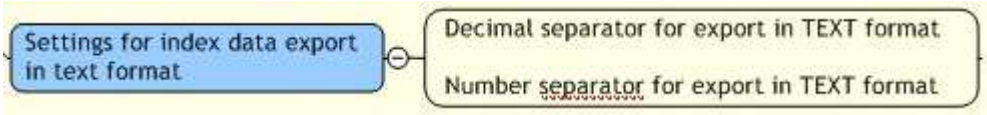
7.4.10. Export / Single document export


Single document export (Click on 'done' button)
Please choose format for export of index data
XML
CSV Datei (nur Feldinformationen)
CSV2 Datei (kompletter Datenbanksatz)
Text
1. File type for exported files with index data in TEXT format;
2. Format string for export in TEXT format. E.g.: {0};{1};{2};
3.Field list for text export. Bsp.: Name,Nummer,Datum Format string for text export of table data;
4. Field list for text export of table data.;
5. do not export table data
single document export
1. Export directory to store index data files;
2. Export directory for document files. Possible placeholders: #Dn#, #Dt#, #Ly#, #Jjjj#, #Jj#, #Mm#, #Tt#, #Kw# und ##Fieldname##;
3. Postprocessing command to be called after export.;
4. File type for the optional export of fulltext files.

7.4.11. Export / Batch export


Batch export (menu function 'file / export batch')
Please choose format for export of index data
XML
XML2
CSV (nur Feldinformationen)
CSV2 (komplette Datenbanksätze)
Text
File type for exported files with index data in TEXT format
Format string for export in TEXT format. E.g.: {0};{1};{2}
Field list for text export. Bsp.: Name,Nummer,Datum
Format string for text export of table data.
Field list for text export of table data.
Batch export
Export directory to store index data
Export directory for document files. Possible placeholders: #Dn#, #Dt#, #Ly#, #Jjjj#, #Jj#, #Mm#, #Tt#, #Kw# und ##Fieldname##
Postprocessing command to be called after export.
File type for the optional export of fulltext files.

7.4.12. Export / Settings index data export


Settings for index data export in text format
Decimal separator for export in TEXT format
Number separator for export in TEXT format

8. Imprint

Status:	2012-04-01
Version:	4.0
Publisher/Author	One Click Solutions GmbH Zwergbachstr. 16 89428 Syrgenstein, GERMANY

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